B. Alagumalai

ARCHIVES KEEPING

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PREFACE

Archives keeping is a unique and scientific method of preservation of historical sources. While the archaeological sources and monuments serve the various needs for writing the history of ancient and medieval periods the Archives which contain records of distinctive nature are beneficial for writing the history of the modern period. The relevance of the use of Archival materials compels one to have a sound knowledge about the various aspects pertaining to the Archives.

The availability of varieties of records such as Revenue consultations, Military Consultations Legislative proceedings, Prison Records, Native Newspapers Reports, maps etc warrants a thorough knowledge of the materials and the methods of using them by the Research scholars. It also becomes necessary for those who use the archives to know about the procedures adopted in using the sources.

Further the display and preservation of the materials, the accommodation offered for the maintenance of records, the space provided for the researchers, the process of rehabilitation and mending of materials, the addition and destruction of records, the classification and categorisation of records etc., are factors a research scholar should be aware of. The different uses of Archives must be known to the scholars. The availability of archives in India will certainly benefit the researches to fix up the exact archives which will cater to his needs. The access will be quite easier only when the facts relating to archives are understood. So with the aim of helpling the Research scholars of History in the appropriate use of archives and to make them acclematise with the facts about archives keeping this small novel venture is endeavored. To avoid the feeling that no proper guidelines are available in the form of

written material with regard to Archives keeping this work is brought to light.

I owe my gratitude to Dr.K. Rajayyan, Professor of History (Retd) who was a source of inspiration for writing this book. His frequent and valuable suggestions enabled me to express things in a methodical and scrupulous cogent way. I am thankful to Mrs. R. Anusuya, Sr. Lecturer in History V.V.V. College Virudhunagar who helped me in the collection of sources and assisted me in bringing out the book without any mistakes by prompt proof reading. But for the assistance rendered by M/s. Prabha Publications this book would not have come up in this appreciable form. I am grateful to M/s. Indian Graphics, Madurai and M/s. Vijay Eswar Printers, Nagamalai for an efficient Printing.

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J. Thiyagarajan

Foreword

Archives-keeping is not a new subject, yet it has assumed much of importance in recent times. Being a specialised branch of study it deals not only with the preservation of records but also with the utilisation for research in Modern History. The keepers of Archival sources require an adequate knowledge of the subject as it helps them in dealing with a large mass of materials whether they are drawings or writings and in preserving them for reference and study. To the scholars and researchers it is imperative to identify the relevant records and analyse the data that are collected.

Dr. J. Thiyagarajan Professor of History, has brought out this significant publication on this subject and I hope that it will bring credit to him. Apart from the study of the facets of the problem, he has enriched his knowledge with practical experiences that he gained through his extensive research in the Archival institutions of India. Among them are to be mentioned the National Archives of India, New Delhi, The State Archives of Uttar Pradesh, Allahabad, The State Archives of Bihar, Patna, The State Archives of West Bengal, Kolkatta and The State Archives of Tamilnadu -Chennai. As a result he has succeeded in presenting a work written with clarity, analysis, cogency and scholarship.

The work contains an introduction and twelve chapters. In these chapters he deals with the History of Archives, Creation of Archives, Organisation of Archives, Functions of Archives, Uses of Archives, National Archives of India, Tamilnadu Archives, Private Archives, Administration of Archives, Preservation of Archives and Rules and Regulations of Research.

I am certain that this will be of inestimable service to the scholars. I commend this venture and congratulate the author for the accomplishment of a difficult task.

K. Rajayyan

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CHAPTER 1

INTRODUCTION

Archives keeping is a modern science, related to the art of writing history. History being the record of the human past is authentic when supported by reliable primary sources, which are usually deposited in the archives. While the inscriptions, monuments, coins, autobiographies, foreign accounts etc. aid the writing of ancient and medieval history, the writing of modern history requires the invaluable assistance of the archival material. Modern History has assumed new dimensions with the inclusion of new branches of history such as Political History, Social History, Cultural History, Economic History, Diplomatic History, and International History. The writing of these new branches of history is largely dependent on archives. Hence, the study of archives as an area of specialization has gained importance in recent periods.

Archives - Definition

The term archives is derived from the Greek term 'archcion' which means 'a place in which public records or other historical documents are kept'. Archives are organized bodies of records. An archive is also a veritable mine of information and repository of records. The term is also used to mean the agency entrusted with the custody, preservation and administration of archival material. Various scholars like S. Muller, Hilary Jenkinson, Eugenia Casanova, Adolf Brenneke and T.R. Schelbenberge define the term 'Archives' in different forms. By an inference from their definitions, archives can be broadly defined as an organized body of records, drawings, printed matters, manuscripts, maps, photographs and documentary materials officially received or produced by any public or private institution and preserved for posterity because of their statistical and informational value. The scope of the term 'Archives has further been widened with the rapid growth of electronic systems and the introduction of computers in the communication and information systems in the later half of the a twentieth century. The records in the form of tapes, films, audio-visuals and floppies are being introduced. For the preservation of these electronic media materials new types of archival establishments are required. Hence in India,

the All India Radio Sound archives (1954) and the National Film archives of India (1964) have been created.

Records - Definition

The term 'record' originated from the Latin term 'recordari', which is derived from another Latin term 'Cor' which means heart. As the heart is conventionally believed to be the centre of action, creative thinking, memory etc., the term record conclusively means all the written facts or events worthy of memory. It includes all manuscripts, all scripts produced by writing machines and all scripts mechanically reproduced. As rightly observed by Philip C. Brooks "Records are the means by which public officials in a democracy are accountable to the people. They are the tools of administration, the memory of organization, the embodiment of experience, the protectors of legal rights and sources of many kinds of information".

Nature of Archives

Archives are a hive of information of historical value. They are the windows through which one could peep into the past. The archival materials are of value to their creators as they help them to design their future plans. They are legal documents and are known for their impartiality and authenticity. They are unique as their copies are not easily available. Archives hold in them the guidelines to researchers, administrators, judges, public workers, service organizations, peace lovers, diplomats and the common people. They are in fact the heaven on earth for research scholars dealing with modern history.

Archives by nature are different from libraries. While the libraries are for the common public, the archives are associated with scholars who have a research bent of mind. Archives receive materials while libraries collect books. Archival material is the primary source while library books are the secondary sources. No one can deny the fact that a nation with properly organized and well-maintained archival treasure can definitely feel proud.

Types of Archives

Archives are broadly classified as public and private on the basis of the nature of the material housed and the type of

administration. Public archives are those, which receive and preserve the records of government departments and agencies. Private archives are those created and maintained by private agencies such as religious heads, business organizations, corporations, families and individuals. The governments wholly maintain public archives and they provide access according to common rules and regulations. Private archives are under different types of administration and access to them is not open to all on a uniform basis. There may be certain reservations and privileges to certain classes of people. Granting or denying permission to any one depends on the discretion of the authorities concerned. Private archival material is not always noted for authenticity and impartiality. Public archives are of immense value to any one striving to understand the truth for they are noted for objectivity.

The archives have administrative, historical and intellectual values. For the reconstruction of the past in an authentic way, the archival material is of immense value. The administrative records preserved and maintained assist the administrator in sorting out "institutional policies, determining programme priorities and informing a unity of purpose into the whole organization". Archives are utilized for statistical data of the past. The information and details pertaining to the administrative changes of the nation enrich people's knowledge. So it is appropriate to study the facts about archives - keeping.

CHAPTER 2

HISTORY OF ARCHIVES

History is as old as the origin of human race. A nation without a proper record of history cannot flourish. In the modern age authentic and correct history can be written only on the basis of archival material. It furnishes information to the historians to unravel the hidden truth. The contribution of South Indians to the Freedom Struggle of India at an early stage was not properly evaluated for more than a century. Thanks to the researches undertaken by the historian Dr. K. Rajayyan with reference to archival material the significant role of South India in the Freedom Movement was brought out of oblivion. This contribution of Dr. K. Rajayyan not only enriched the History of Freedom Movement but also raised the image of South India in the national arena. This great achievement was possible due to the revelation of archival wealth. Archives that are of immeasurable value to the historians and the researchers to write a true and authentic history have a history of their own.

Origin of Archives

Many a question remains unanswered in history. One such question is that pertaining to the origin of archives. It is generally believed that archives had been in existence four or fives centuries prior to the birth of Christ. It could have developed when the art of writing came into common use. The growth of civilizations might have further promoted the growth of this concept. The ancient people, the Greeks and the Romans evolved the practice of keeping and preserving their official records. In fact a reference to the archives is found in the verses of the old Testament of the Bible and this can be considered as the beginning of modern archives keeping. Accordingly the origin of archives keeping is traced back to fifth century B.C.

Archives Keeping in the Ancient Period

Greece

The credit of creating an archival institution is to be attributed to the Athenian general and Statesman Epialates (460 B.C.). In the ancient period the only public building respected by the people next

to the king's palace was the temple, which served as the archival establishment. The Athenians kept their valuable records such as treaties, laws, minutes of popular assemblies, the statements of Socrates, the manuscripts of model plays composed by Aeschylus, Sophocles and Euripides and the list of winners in Olympic games, in the temple of God-Metroon. Private documents also found a place there. Yet it was a rare phenomenon. Till the third century A.D. these documents were preserved and transmitted in the form of papyrus rolls.

Rome

A notable development in the field of archives keeping occurred under the Romans. In the early period, the valuable official records were housed in the king's palace and at a later date the residences of the Consuls served as the repository of archival material. In the fifth century B.C. when the barbaric race attacked Rome, the Romans felt it necessary to preserve the archival materials at a safer place. Hence, they transferred them to the Temple of Saturn. The Statesman behind the creation of Roman archives in the temple was Valorous Publicola (509 B.C.). The national laws, decrees, official reports and financial records found a place in the archives. It is believed that the Romans developed a more improved method of preserving the archival treasures than the Greeks who were the pioneers in this sphere.

The change in the form of administration in Rome from Monarchy to the Republic brought in a remarkable change in the creation and organization of archives. The country witnessed the decentralization of archival establishments. It resulted in the creation of a number of archives of different categories in different areas. There emerged central, regional, municipal, provincial, military, judicial and religious archives. The Romans showed a special interest in the maintenance and preservation of archives.

The Byzantine Emperor Justinian (529 A.D.) who is popularly known for his code, also contributed to the development of archives. His code itself had a separate section on archives and archivists. Under him the scientific method of arranging the records in a chronological order was introduced. He also appointed career officials and clerks as the cutodians of the records. Thus a team of skilled workers maintained the records properly. The documents

were numbered and were made available to the researchers and thus the modern trend in the proper utilization and exploitation of records for writing true history was set. This was no doubt a marked improvement in the field of archives keeping.

Archives in medieval and modern Europe

As far as the archival history is concerned, there was a conspicuous set back in the period between the fifth century and the tenth century A.D. One important characteristic of the medieval period in Europe was that of the domination of Church over the state. Hence from the tenth century onwards the religious institutions played a major role in the process of keeping records. In the absence of the printing press, the Roman Catholic monks were employed in the churches to copy old records. This led to the creation of the Ecclesiastical archives in Western and Central Europe. The Roman Catholic Church served as the storehouse of records.

Europe is the birthplace of the industrial revolution, revolutionary ideas and democratic institutions. In the modern age all countries have their own enacted constitutions. Britain is the only exception. Though it does not have any written constitution of its own, it is known as 'paper government' as all the proceedings are writtern, recorded and preserved. Under such a condition it is quite natural that archives assumed importance in almost all the European countries. They were raised to the level of national monuments and the European countries established an organized system of archives keeping.

England

The early reference of the English Royal archives can be traced back to the ninth century A.D. The British gave much importance to the records and hence they chose the treasury as the place to store archival material. But the archives were often disturbed and shifted due to the absence of a fixed location. By 1130 A.D., the archives in England were designated as the 'Archives of the Exchequer'. During the period of King Edward I, a part of the 'Tower of London' served as the warehouse of records. In 1578A.D., Queen Elizabeth established an archival office designated as 'State Record Office'.

Charles II, the King of England appointed William Prynne as the Keeper of Records and he took earnest efforts to maintain archives in the most proper order. Many regional and judicial archives also existed. In 1732, the Cotton Library was totally burnt down by a fire accident and this made the government to think of establishing a Central Record Office in England. Between 1800 and 1834, six Record Commissions were appointed to inquire into the matter and to suggest or recommend steps for the establishment of a record office. On the basis of the recommendations of these commissions, a Public Record Act was passed in 1838. This Act amalgamated all separate collections together and placed them under master of the rolls. According to the recommendations of a Select Commission of the House of Commons the Public Record office was made a separate Department in 1848. This Department was made independent of the Council of Ministers. It was empowered to house the records of the Central government. Records of the local governments were not placed under its control. Further development occurred in 1854, when the records in the Public Record Office were classified into two categories namely Judicial and State. The records of the Department of Judiciary were placed apart as judicial records while the records of ministries and other administrative departments were placed as State records. The record office was not a subordinate body of the Cabinet.

The Historical Manuscript Commission of England started its study by the end of the nineteenth century. It resulted in the valuable collections of Macanzie's Manuscripts and Robert Orms manuscripts in 1923. This is regarded as the first inventory and a model of its kind in England.

The twentieth century witnessed further development of the archival administration. Regional record offices emerged in large numbers. Measures were taken to provide proper and safe shelter to the records. Private records were given due consideration for reasons of public interest. In 1945 an attempt was made by the National Register of Archives to locate and collect all the archival materials in England. At present, England possesses a well knit, well developed, and well organized group of archives.

France

The concept of archives - keeping in France was purely an imported one. The French accepted and adopted the English model.

The first attempt to establish a central archives was made by Emperor MaxMillian, the Holy Roman Emperor, but it was abortive. In 1543 King Charles V founded the archives of the 'Crown of Castile' at Simoeas. Since then due attention has been assigned to the archival establishment in France.

France developed a sort of archival administration even during the pre-revolutionary era. The Revolution of 1789 set aside many of the traditional and feudal institutions and as a result there arose the question of validity of old records. In their hatred against the old autocratic regime, the revolutionaries were inclined to destroy all the traces and traits of the old regime. But fortunately in 1789, the National Assembly of France had created an archival institution and had passed relevant Acts for the upkeep of the institution. On 12th September1790 it issued a famous decree that named the French National Archives as Archives Nationale of Paris. All the official records and the records of the old regime were declared public property and were open to public access. On June 25, 1794 the French National archives issued a decree, which can be regarded as 'Bill of Rights' regarding archival administration. It extended the jurisdiction of the Archives Nationale over all the records of the central government, provinces, communes, churches, hospitals, universities and noble families. It further extended its control over district archival collections. It made it clear that the public had the right of access to the records. In 1796 by another decree, the jurisdiction of the Archives Nationale was further extended to cover the archival institutions functioning in the main cities. The records of the old regime were preserved for their cultural and historical values and those of the new regime were preserved for their social and legal values. Thus the French Revolution in its wake created an independent, and national archival administration. The government was held responsible for the preservation of past records.

Other European Countries

Many other European Countries felt the importance of archives keeping in its real sense, at a later date. Spain and Austria created centralized archival agencies in their respective capitals. In Scotland, records were housed at the General Register House. In the Swiss Federation each Canton created its own archival establishment. In Italy, the Ministry of Interior was made responsible

for the maintenance of archives. In the city of Vatican, Pope Paul V created Privy Vatican archives. Pope Leo XIII ordered the opening of the Ecclesiastical Archives for the perusal of scholars. Subsequently Netherlands, Sweden, Norway, Denmark and Finland created national and provincial archives. In Germany business archives were established and maintained by firms, Chambers of Commerce and other similar groups. They remained more popular and common than the State archives.

U.S.A

In the U.S.A efforts to establish National Archives were made at the beginning of the nineteenth century. But it was accomplished only in 1934. In 1810 a Congressional Committee was appointed to inquire into the condition of public records. Its report brought to the limelight the poor and disorderly condition of the records. Yet immediate steps were not taken by the government of the U.S.A to set the things right. Further, valuable records were destroyed by repeated fire accidents in 1814, 1833 and 1877. In 1877, a Commission headed by the President of the U.S.A. was appointed to suggest measures for the proper administration of archives. On the basis of the recommendations of the Commission, the need for the creation of a national archive was felt by the then President, Rutherford B. Hayes. In 1884 the American Historical Association made a similar recommendation. It also created a Public Archives Commission to probe into the details of archival material scattered in various parts of the world. Between 1900 and 1912 Public Archives Commission published various inventories of State Archives. It also sponsored the publication of guides to Federal Archives and to many archives in Europe holding records pertaining to American history. In 1910 it requested the Congress to establish 'a National Archive Depository' for the proper housing, carrying and preserving of government records. In 1913 the administration of Woodrow Wilson authorized the erection of a separate building and in 1926, the Congress appropriated funds for the splendid archives building in Washington D.C. President Hoover laid the corner stone and thus a well- built archival establishment was started in the U.S.A.

The National Archives Act of 1934 signalled a further development. This Act entrusted the archivist of the U.S.A with the power of selecting, preserving and making available the federal records of permanent value to the government and the public,

whenever necessary. The federal property and administrative service Act of 1949 further developed the administrative procedures and practices. The Act incorporated the national archives establishment in the newly created general service administration. In 1950 the Federal Records Act was passed. This Act further extended the power of the archivist. He was empowered to survey government records, to promote improved record practices, to supervise the record management and disposal practices and to create, organize and maintain the current records. Thus by 1950 a well-organized, well-defined archival establishment was created in the U.S.A. Inspired by the model of the National archives, the State governments established their own State archives. National archives supervise these State archives. The records from State archives may be transferred to the National archives for reasons of public interest.

The National archives of U.S.A. are rendering valuable service to the government agencies, scholars and interested persons. The federal registers, the historical public commission, the Franklin D.Roosevelt Library and other Libraries also form part of the National archives and the record service.

Canada

The Public archives of Canada were established in 1878. It is known for its extensive holding of original materials. As Canada remained the colony of England for a long period her archival wealth is also found in the Public Record Office in London and the Canadians engaged themselves in copying the records related to their country from that office. These copies further enriched the wealth of Canadian archives. The provinces also maintained their own archives. The Canadian government has systematized the archival administration to a considerable extent.

Latin America

The Latin American countries were once the colonies of European powers. Hence their archival wealth is mainly those colonial records of pre-independent period. Their political subjugation for a long period also resulted in their inclination towards European countries in terms of archival materials also. The records pertaining to their history are found in the archives of European countries.

The Latin American countries had developed the practice of housing the archival materials in the palaces. Because of the varied climatic conditions most of the Latin American countries find it difficult to preserve them for posterity. Due to hot humid air of Rio-de-janeiro, many of the colonial records of Brazil became out of existence; Chile is fortunate enough to have a climatic condition conducive to house and preserve its records. Panama has the credit of erecting a separate archival building as early as 1912. Columbia had done the elimination process by which useless records were identified and destroyed. El Salvador rallied behind in the establishment of archives. Until 1950s it had no separate archives. In Cuba, archives were created at an early period when it was under Spanish regime. With the end of Spanish rule many of her archival treasures were either destroyed or taken out. Mexico has of course the largest collection of archival wealth.

Africa and Asia

In Africa, Asia and Australia the wave of anti-imperialism paved the way for the birth of independent nations. These naitons took deep interest in preserving their archival wealth. The Union of South Africa has established a central archives. There are State or regional archives in South Africa. The central African archives at Salisbury, Southern Rhodesia (present day Zimbabwe) was founded in 1935. In Congo, the archival service was started in 1947 with photo copying facility and a documentation centre. In Israel, the National archives was created in 1933. Philippines and Australia have established their archives only by 1940s. Japan does not have any separate archival establishment. The respective departments in Japan kept the records. The frequent earthquakes, fire and the bombing of Japan in 1945 caused vast damage to her archival wealth.

International Archives

The United Nations Organization being the international organization maintains an International archives in the city of New York. The records of international agencies such as international Refugee Organization, UNICEF, UNRRA and international conferences are housed there. In order to promote the archival activities the U.N.O created the International archives Council in 1947.

Archives keeping in India

The history of archives keeping in India is lengthy as it covers a long period from ancient period. Before the introduction of the art of writing, the records of events worthy of preservation were kept in memory and were transmitted orally from one generation to another. Records were kept by signs, drawings, pictures or engravings on a variety of materials like clay, wood, stone, rock walls, caves, leaves or animal skins. It is generally believed that writing was introduced only during the later half of the Sutra period. India, being the cradle of civilizations, had developed a sort of record management during the early period itself. But those ancient records were not available to the later generations as those were damaged either by the invaders or by natural calamities. Moreover the people themselves did not realize the value of those records. Guided by narrow considerations some records were kept secret as family assets and some were taken across the Indian shores.

Archives are the storehouse of sources of historical information. The Jatakas of pre-Buddhist period are the sources to know about the archival practice of that period. The Jatakas themselves are the records of that period. They give clear references to the political practice of moving a resolution thrice before passing it into a law. They also furnish information regarding the prevalence of voting procedure and the system of separation of powers between Judiciary and Executive. The Jatakas also mention that all the judicial decisions were recorded. It is right to conclude that Indians had some sort of records keeping even during the pre-Buddhist period.

The Buddhist organization popularly known as Samgha had developed a set pattern of official procedures. The deliberations and the resolutions of the meetings of Samgha were thoroughly recorded for perpetual memory. Clerks who were generally men of high rank recorded the Samgha activities. In the political field also record-keeping technique was in vogue. The Act of indemnity and other Acts and Laws were recorded properly. The Lichchavis kept the judicial records. It can thus be inferred that an advanced method of record management had been in existence during the Buddhist period.

The Arthasastra of Kautilya (300 B.C.) which is regarded as the imperial code of governance of the early Mauryas, reveals that the Mauryas showed great care towards the maintanence of records. Records were technically arranged and grouped under various headings. The building of the record office was designed to protect the records from the seasonal climatic fluctuations. Minutest details of administration, market regulations and revenue administrative system were recorded. Lekaha was the officer in charge of recording the noteworthy matters and he was placed on equal footing with the ministers. The person with high caliber in the art of composing the matters and one who possesses good handwriting was preferably appointed as Lekaha. The Arthasastra also mentions the Akshapalaka. Different scholars have defined the term in different ways. According to ShamaSastry it meant an 'office of accountants'. Manahan, Ramachandra Dikshitar and Jayaswal define it as ' a general record room'. Taking into consideration the structural description of the Akshapalaka building and the nature of records housed there it is generally accepted that it meant a central record office.

The Chinese traveller Yuan Tsang who visited India 640 A.D. between and 644 A.D. also recorded his travel accounts on the basis of what he had heard, seen and read. As Yuan Tsang had openly admitted that the records had aided him, it is evident that there existed record offices. He has also made a mention of the custodians of record office. The records were referred as Ni-Lo-Pittu, which according to the Sanskrit dictionary of Monier Williams meant a collection of annals and royal edicts. Thus the travel account confirms the existence of record offices with proper managements.

The Gaya plate of the reign of SamudraGupta mirrors the fact that the Guptas had an organized system of record keeping. It gives a descriptive account of a series of officials known as 'Akshapataladhikrta'. The literal meaning of the term according to Fleet is 'he who is appointed to do the duties of the depository of legal documents'. The term 'Akshapatalikas' is also found in the inscription. Fleet defines it as 'keeper of records'. Thus it is clear that the importance of records and the method of creating and preserving them were known to the Guptas.

The Imperial Cholas were hailed as heroes of history not only for their contribution in the field of local self-governments but

also for their excellent system of record keeping. The details of administration were recorded in palm leaves or 'Olai' and were kept under proper custody. There was a hierarchy of officials in charge of recording the matters. Great care was taken to avoid errors in the process of creation of records. Olai officers were in charge of drafting the records and a senior officer called Olai-nayagam scrutinized those. Olai came to be called as 'tittu' and were entered into the permanent record book only after having been approved by Olai-nayagam. Vari-pottagam and vari-pottagak-kanakku were the most important and permanent revenue records of the Cholas. Vari-pottagam is a record of land rights and vari-pottagak-kanakku is a descriptive record of the revenue demand, collection and balance Statement. Temples served as the depository of records. For example the Thevaram hymns were stored in the Chidambaram Temple and were brought to the public due to the efforts taken by king RajaRaja I. Thus it is evident that the Cholas were well acquainted with the system of record keeping and management.

Sukraniti-a Sanskrit work throws light on the archival practice of medieval period. The period of the work is not definitely known. But the illustrations found in this work are of greater help to know about the archival practice of the medieval period. It makes mention of the 'likhitas' of seven types relating to property, gifts, purchases, sales, receipts, transfers and debts. It also mentions that all official business of the State were written and recorded for future use. The records also bear the signature or seal of the king, countersigned by the respective departmental heads. Records bear the time, date, month, year, and place of their creation. The records without such details were considered as "hina" and were declared invalid. Thus during the medieval period, there developed a scientific system of archives keeping in India.

There are scanty references to the archival practice during the period of the Delhi Sultanate. In their administrative system there were about thirtysix departments to look into various matters. One such department was Diwan-i-Insha, which was in charge of royal correspondence. The Head of the Department was Dabir-I-Mamalik. He served as a Private secretary of the Sultan and drafted all the Farmans i.e., letters. No further information on archival practice under Delhi Sultanate is available.

Abdur Razzaq visited Vijayanagar in 1442 A.D. His accounts throw light on the archival interest of the kings of Vijayanagar. According to him the official records were housed at a forty-pillared hall-an extremely large building next to the royal palace. Keladi, a vassal State of Vijayanagar had a record office at Ikkeri, where copper plates, palmyra leaf books, kadikas and paper records were housed. This record office was destroyed in 1763 A.D., when Haidar Ali of Mysore attacked Ikkeri.

During the period of Emperor Akbar, a record office was created in 1574 A.D. Akbar considered the practice of keeping records an excellent thing for a government. Abul Fazal was instrumental for the creation of the record office. It is said that Abul Fazal exploited the record office to write his Akbar-nama. The record office was known as the Daftar-khana. It was located close to the Emperor's palace at Fatehpur Sikri. Akbar appointed fourteen clerks for the maintenance of records. The Mughal government was known as 'Kaghazi Raj' that meant government by documents. There were provincial record offices also. The provincial Diwans sent their records to the high Diwan. The Persian manuscript called Khallaq-us-Siyaq by Haider Beg also provides information regarding the organized system of record keeping under the Mughals. It is interesting to note that the practice of record- keeping continued till the period of the last Mughal ruler, Bahadur Shah II.

Shivaji was a Hindu ruler, yet he was generous enough to include certain good practices of the Mughals into his administration. On the model of the Mughals he established the system of record-keeping in his kingdom. He named the record office as Daftarkhana and the keeper of records as Daftardar. The records were carefully preserved and for that purpose more than 200 karkuns were employed. Thus it is evident that even before the arrival of the Europeans, the Indians knew and practiced the art of record- keeping.

One of the legacies of Britain to India is in the sphere of archival management. As India remained a British colony for about two centuries a bulk of our archival treasures is that of British records. There are also records of other imperial powers like the Portuguese, the French, the Dutch and the Danes. The British officials at different periods took efforts for the creation of modern archival practice. James Hume, a judge, suggested the creation of a central record

office in India. A committee was appointed to recommend measures for the creation of a record office. In 1899 on the recommendation of George Forest, a central record office was established at Calcutta. With the transfer of capital to Delhi in 1911 the record office was shifted to Delhi. After Independence, the Imperial Record office as it was called under the British rule was renamed as 'the National Archives of India'. At present the States of Indian federation also maintain separate State archives. The National Archive is now housed in a building at Janpath in New Delhi.

Archives are really the treasures of the nations. They symbolize the glory, excellence and cultural traits of the nation. They are of much use to the administrators, policy makers, and researchers and to all who are anxious to know about the past. Each record is a national monument. The timely perusal of archives will help the user in many ways. It will show what is right and what is wrong, what to do and what not to do, what is positive and what is negative. Archives have manifold utility. Hence the governments in the modern age pay due attention to archival administration.

CHAPTER 3

CREATION OF ARCHIVES

Archives are the assets of any nation. Men come and go. Parties in power change. The policies of the governments change. The temperament of the people, their life style and their cultural behaviour also change as time rolls by. Civilizations flourish and vanish. Empires rise, develop, prosper and decay. The working of such cyclical theory is a general historical phenomenon. There are revolutions, freedom struggles both violent and non-violent, horrors and destructive wars, economic boom, depression, growth of terrorism, humanitarianism and the like, in history. This varied nature of events because of their impact on the life of the human race assumes the status of historical events worthy to be recorded and preserved. The creation of archives keeping thus holds great significance. The quality of the material used for the creation of archives needs great care. An attempt is made in this chapter to throw light on the methods followed and problems experienced in the creation of archives at different periods.

Archives are lighthouses for the research scholars who conduct research on modern history. Almost all the modern governments are "paper governments". The day-to-day functions of political, social, economic, cultural, educational, military and judicial organizations are recorded and preserved. All those, written and recorded alone, are respected and obeyed. Hence, an excellent culture of recording the minutest details of every activity of the society has been gradually developed. These records are of immense help to write authentic history. The records should be created with much care so as to make them available for future generations. They should have infinite life span and hence the material used for the creation of archives must be selected with great care.

Material used for the creation of archives

The term archives means both the records and the place where they are kept. Hence the material used for the creation of

records and the building used for housing the records are discussed here.

Papyrus

Papyrus was prepared from the longitudinal strips of fibre from the papyrus plant grown over the Nile valley. The ancient Egyptians, the Greeks and the Romans used it as writing material. It has survived through the ages.

Parchment and Vellum

Parchment and vellum that are made from animal skins came to be used widely in the ancient period when the papyrus supplies from Egypt ran short. Parchment and vellum are popular as durable materials. They are made from the soft and delicate skins of stillborn or newly born calves or lambs or of the calf or kid. They are resistant to acidic influences but are more affected by heat and moisture more than paper. Vellum, after having been scientifically treated and dressed, withstands moisture and dryness in the air. They are very strong and so need lesser preservation care even after the usual mechanical wear and tear.

Paper

Paper is the cheap and chief writing material since the second half of the fourteenth Century. As far as India is concerned, the use of Paper was known in the seventh century A.D. but the priests occasionally used it for religious purposes. It was used for writing purposes even before the visit of I-tsing, but was not widely used or manufactured on the Indian soil owing to the practice of using palm leaves for writing. In ancient times, paper had moved from China to India via the Muslim countries of the Middle East and Nepal. Paper is widely used for the creation of archives ever since the arrival of the Europeans into India. As archives are of permanent value, much care must be taken in the selection of paper. No layman could judge the quality of paper by touching or seeing it. The physical, optical, chemical and microscopical properties of paper are to be thoroughly examined to ensure its quality and longevity. Generally paper is classified into four categories :

1. All rag-paper, the best of which is the hand-made paper. Hand made paper known for its superior quality is made up of the

rags obtained from textile mills or from the vast disposals from domestic sources.

2. All chemical wood papers that are generally used for making note-books.

3. Papers made of straw and the like that are used for the creation of newspapers and

4. Mechanical wood papers that are used for making newspapers, bags and covers.

Modern machine-made paper is categorized in terms of its use. They are newsprint, book, text, cover, bond, offset and coated papers.

Newsprint - It is mostly machine finished ground wood - pulp. It deteriorates in a few months due to the presence of chemicals and impurities.

Book papers - They are made of cheap chemical wood - pulp. They do have a short life expectancy.

Text papers - They are designed for high grade printing like costly books, booklets and brochures.

Cover papers - They are similar to text papers but are heavier.

Bond papers - They are used for letters and for typing. They have longer life expectancy.

Offset papers - They are similar to book and coated papers but are designed to resist moisture in offset printing.

Coated papers - They are normally used for bookwork. This paper is difficult to bind and is damp stained. It also sticks together when stored in humid atmosphere for any length of time.

Hand made - Paper is manufactured out of rags, waste paper, scrolls, hemp, flax, ropes etc., While the machine-made paper is manufactured out of wood, grass, rags, straw, lay, scrolls and scrap, waste papers etc., Hand made papers are costly but lasing.

Proper attention should be paid in the selection of paper used for records of permanent value. The paper free from elements of impermanence should be the first and the ultimate choice. The paper should be uniform in form, thickness and substance, evenly finished and free from specks, holes or other blemishes. It should be suitable for ruling, writing with ink, with good erasing quality. it should be made of 100% cotton fibre. It should have a minimum of 95% alpha cellulose content. Copper which indicates the presence of impurities like lignin should not exceed two percentage. It should not have more than 1.5% of resin. The ash collected should not exceed 2% of its own weight. The minimum PH recommended is 5.5%. The paper with all the above-mentioned qualities would withstand the challenges and hence should be used for archives.

Inks

There are two types of ink groups. They are Oak-gall ink and Carbon ink. Oak-gall ink is a compound of Oak-gall, a vegetable substance with ferrous sulphate. This ink is prone to chemical and acidic action and hence may damage paper. Carbon ink is made of black root or lampblack. As there is no chemical action with paper, the carbon ink is used in printing.

The selection of good ink is essential for the creation of records. Ink while used for writing makes stain that soaks into the fibres of the writing material. It should not spoil the paper. Oak-gall ink bites into the surface of the writing materials and gives more permanence to the writing. Though it is prone to chemical reactions it is recommended for permanent records. Printing inks are the carbon inks (Vermillion printer's ink) that are black pigment suspensions in a varnish base and their performance and adherence to the surface are very considerable.

For records of permanent nature both modern fountain pen ink and or ballpoint ink are not preferable as they are so more in water or alcohol after drying.

Paints

Paintings also throw light on history. They are of greater aid to the researchers to understand the various aspects of the period of their origin. Hence they form part of the archival collection. The

paintings of the Cholas and the Jains are still found in good condition and reflect upon the glory of the creators. Though they are exposed to direct sunlight, they have not yet faded. The modern age is an age of science and technology. Advanced kinds of paints are available in different brands, colours and quality. Hence one should be more cautious and judicious in selecting the paints for archival purpose. Scientifically recommended paints should be used. The levigated pigment paints are known better for durability.

Pencils

Writing the records with pencil must be avoided, as it is liable to perish on rubbing. Proceedings of a court, temporary decisions and the resolutions that are yet to be finished may be marked by pencil. Owing to circumstances if one has to create a document by using pencil, black pencils are recommended. The document in pencil writing needs periodical inspection.

Typewriters and Xerox machines

New typewriters or well maintained ones are to be used for typing the documents of permanent value. Among many kinds of ribbons used in the typewriters the black ribbon is the best one and is hence generally recommended. Low quality ribbons should be strictly avoided. Quick-drying papers should not be used while records are being typed. In the modern age photographic material to acquire Photostat copies is also used. Hence care should be taken to keep it clear, dry and safe from mildew and polluted air.

Packing material and seals

Packing material should be carefully selected. Metals should not be used to wrap records. Clips made of iron or steel must be avoided for grouping the papers. Non-corroding metals alone should be used as packing material. The advice of chemists will be of great help in the selection of packing material.

Some documents bear seals. The documents with seals get legal and historical values. Seals are of three types, 1-Seals of wax, 2-Seals of shellac, 3-Seals of wafer. Seals not only enrich the value of records but also are essential for their identity. So due care should be taken to keep the seal intact. If the records are roughly handled,

damage may be caused to the seals and the documents. The climatic condition also will lead to the damage of seals. In the long run, the wax seal will become dry and brittle. Hence, in the process of the creation of archives due consideration should be given in the selection of the packing material.

Modern developments

With the rapid growth of electronic systems, new methods and material enrich the archival wealth. Telephonic messages, microfilms, photos, audiotapes, Videotapes, Computer disks, Computers etc., are some important modern materials. Laser printers are now-a-days in common use for duplicating a document and also to avoid constant use of the originals. The technique of making photographic copies that are too small to be read without magnification is also of recent origin. It helps to reduce their bulk and to insure their permanency. Microfilms are made of cellulose with silver halide in gelatin. Films after having been processed may have the trace of salts used in processing and it may cause damage to the records. Hence they are to be properly cleared before being preserved.

In the process of creation of archives the above mentioned materials are of basic necessities. The authorities in charge of creation should be aware of its significance and governments should be interested in providing all sorts of help to them for its proper creation.

Collection of Records

The original birthplaces of records are different. As all the rivers irrespective of their origin flow and drain in any one of the oceans, so records of different types have the archives as their ultimate destination. Every nation should possess its own archives. The creation of archives is a long drawn process and every nation has its own history of archives creation with certain uniqueness. Since its beginning, the Tamilnadu archive has undergone gradual development and has at present attained an excellent position.

In the creation of archives records are to be collected from different sources. Among them the Government departments are

very important. All the records are not worthy of preservation in an archive. Hence the archival authorities should have clear knowledge of the validity of different kinds of records. They should be analytical in deciding what are to be preserved on a permanent basis, what are to be destroyed and what are to be reduced in volume using micro-photographic techniques. Several points have to be taken into consideration before accommodating the documents in an archive. The first of these is their value. The records of secondary values warrant permanent retention. Secondly, records must be non-current and valuable to be qualified for admission. The third consideration is the physical condition of the records. They should be complete and logical units guided by indexes. They should be in proper order with deletion of items, which have less value. The fourth consideration relates to the imposition of restrictions on using the records. If the archival authorities find the restrictions unreasonable and contrary to the interest of the public they should deny admission of such records.

Registry system

The earliest known system practised to ensure the quality of archives is the Registry System, which originated in ancient Rome, when Magistrates started keeping Private notes called 'Commentarii'. The notes were then developed into daily court journals in which entries were made in chronological orders for all documents including minutes of judicial proceedings, evidences produced by litigants and other records. The Roman Republic accepted these daily court journals as legal evidences and they became a part of public archives. The churches and religious organizations followed the same practice in the medieval period. In the modern period the functions of the governments have increased rapidly. Further, the availability of paper has enabled the production of records in bulk.

The Registry system derives its name from the term 'Register' which is its essential component. Under this system, the office records were kept in the simple service - one 'outward' and the other 'inward' papers. Consecutive numbers were assigned to the documents. The numbers were the key for operating and controlling the documents. The numbering of documents facilitates easy reference. Index references further indicate the order in which the documents are filed in each series.

The Registry system has undergone further improvement. Under the new system, the records of an office are kept in one series known as File units in which both inward and outward documents are grouped together. The file units are numbered and recorded in a register and indexes referring to the name of authors and subject of the documents are made and keyed to the number of the file units. In the nineteenth century this system was substituted by classification system. Numerical system, alphabetical system, classified system and functional filing system are other widely practised systems in the field of the creation and maintenance of archives.

Archival location

The work of the creation of archives does not end with the collection of records and selection of material needed for its creation. It also includes the issue of the quality and suitability of the place where those are kept and preserved. History proves that historical documents have been preserved with great care from time immemorial to the present day. During the ancient period documents were housed in sacred places, which were usually permanent and long- standing buildings. The change of political atmosphere all over the world has led to the creation of more archival material and thus the need of constructing functional buildings for accommodating them has been warranted. The early example of a building specially constructed for archive purpose is the State Archives in Hanover, which dates back to the eighteenth century. Since the beginning of the nineteenth century constructing a building for archives has become a common practice. In India archives are located in major cities like Delhi, Mumbai, Chennai,and Madurai. Archives should be located in villages or countryside. As cities are prone to pollution of varied nature, the location of an archive in cities is not preferable. The building must be designed to give maximum protection from the destructive agencies of all kinds.

Building

While designing an archival building the archivist should be given the supreme voice as he by his own experience can suggest suitable provisions to create building of maximum benefit. The features of the building should be designed to accommodate and

protect the archival holdings. The building should be constructed of fire-resistant material. It should also be provided with an efficient fire detection and alarm system. The stacks and shelves should also be made of fire resistive materials. The building should be located in a place free of direct sunlight as it may cause damage to the records. Free circulation of air should be assured within the building. There should be proper provision for ventilation. It should have an air-conditioning system to control temperature, relative humidity, dust content and the like.

Further, the building should be so designed as to facilitate the use of its holdings to the maximum extent. It should have a separate delivery room, a repair and rehabilitation room and a photographic laboratory. It should have good interior lines of communication. All stack areas should be linked to a central point.

Record room

The record room, an intricate part of the archival building, is to be designed so as to facilitate plenty of air circulation. Failure of air circulation will definitely increase humidity and the growth of microorganisms. There should be as many numbers of windows as possible on the northern and the southern walls of the room as wind blows in these directions. Windows must be provided with sunshades to prevent the rainwater from entering the room. The destructive sunlight should be reduced by favourable orientation of windows, by constructing sun breakers, by using sun reflectors or special glass panes. The windows and ventilators should be fitted with metal grills and wire meshes. The room should have adequate storage space. Care should be taken to see that permeation of dampness through the walls or floors is avoided. Waterproof floors, and walls painted with oil colours are also some other preferable devices to ensure the quality of the record room. Electric appliances and fittings should be checked periodically.

Racks, shelves and containers

Shelves provided in a record room should be functional and durable. It should be so arranged that it is easy to clean and provide maximum protection to records. In case of steel shelves, rust proof painting is necessary. In case of wooden shelves protection from termite infestation is compulsory. The use of chemically treated wood

is desirable for fabricating the wooden furniture for the storage of records. Sharp edges and corners in the shelves may cause physical damage to documents and so those edges and corners should be embossed. Records should be loosely packed on the shelves to enable free air circulation. The shelves should be placed away from the walls. The lowest shelf should be at least six inches higher from the floor. Files should be tied in bundles with stiff support on both sides. For servicing of records from the top shelves ladders may be used. Trolley with swivel casters can be used for the shifting of records. The shelves should be kept clean. Periodic and regular cleaning services are preferable. The use of preservative chemical and constant attention against damage by insect pests are compulsory for the proper and excellent maintenance of records.

Containers used for keeping the records should be carefully-handled. They are to be designed in such a way that the documents kept in them should be well pressed to avoid fraying and wrinkling. The containers may be of steel, millboard, strawboard on foil clad. Millboard and strawboard containers are cheap but susceptible to all the maladies of wood. Foil clad containers are resistant to fire and water. The use of tray is recommended for fragile documents. Folders can be used to keep the loose flat documents. The folders are usually made of good quality manila paper. Documents in the form of rolls are to be preserved with unbleached linen and kept in leather board box.

Creation of archives is an intellectual art. If it is done with great care and knowledge the preservation and utilization of archives will definitely attain perfection. The selection of material for the creation of records and the infrastructure facility of an archival building contribute much to the successful functioning of archives. It is purely technical and hence warrants scientific, systematic and intelligent attention.

CHAPTER 4

ORGANIZATION OF ARCHIVES

The organization of archives is one of the prime concerns of any developed society. The utility of archives is proportionately related to the efficiency of its organization. Records are a valuable source of information and a skillful organization ensures the supply of required information and does not allow accumulation of unimportant paper. The Oxford Dictionary defines the term organization as "giving orderly structure" or "bringing things into order". Organization of archives includes the agency charged with the creation, preservation and administration of records. Failure to organize the records in a logical form will lead to poor rate of exploitation. Proper organization guarantees its optimum use. Organization includes manifold functions such as concentration of records in one place, proper classification and arrangement of records, preparation of reference media and preservation or destruction of records on the basis of their nature, quality and utility.

Principles of organization

Records are arranged after classification is made on the basis of their place of origin and nature of their contents. The archivists should retain the order of arrangement made by the creator of the record. If any damage is caused and the order of arrangement gets disturbed, it must be reestablished. The organization of archives does not consider the aspect of the convenience of users, but makes the archival management easy, simple and safe. A record-series is a group of documents commonly arranged and it possesses a common relationship to the functions of the office of its creator. Hence the role of archivist in arranging and organizing the records differs from the role of a librarian. Since an archive receives records from different sources, the archivist cannot apply the uniform system or a predestined system of organization.

Organizations of archives

Ancient period

In the ancient period many civilizations emerged and flourished. The practice of archives-keeping was known to many of

them. But the organization of archives was not practised. The Athenians deposited their archival wealth in the temple of Mother Goddess Metroon. In England records were initially kept in the treasury and then in a part of the Tower of London. Both Edward I and Queen Elizabeth took remarkable efforts to establish a record office. It is thus obvious that the archives were created in those days but the concept of organizing them scientifically to facilitate their use was not properly practised.

In France

The National Archive of France established during the revolutionary era in 1789 is generally considered the earliest archive of the modern period. It was named as 'Archives Nationale'. Due to the hatred towards the old autocratic regime, it was feared that the records of the pre-revolutionary era or the Ancient Regime would be destroyed. Thanks to the decision of the National Assembly of France those records got a new life span. The National Assembly on June 25, 1795, issued a decree by which the public was held responsible for the care of public records. It also created a special committee and entrusted it with the work of evaluating those records. In 1796 a centralized system of administration of archives was developed. The "Archives Nationale" was located in Paris. Along with the pre-revolutionary records it housed the records of the National Assembly, the Senate, the Council of States and the revenue courts. Each administrative unit called Department (as it was known in France) maintained its own archives in its respective head-quarters. Municipalities and hospitals also had their own records in the form of archives. The national, departmental, court, municipal and hospital archives were placed under the control of the "Archives Nationale". Hence, irrespective of their provenance the records were organized and kept open to the public for its perusal according to a uniform set of rules.

In England

England is rightly claimed to be the pioneer of many a new concept. One such thing is in the field of archives-keeping. The earliest records of great historical value that are found in the Public Record Office at London are the survey records of the Doomsday Survey of 1086 A.D. The Parish registers for registering of weddings;

christenings and burials came into existence in 1538. Between 1545 and 1800 the process of classifying was undertaken, while reclassifying and methodizing started in 1545. They were classified as State papers, and reclassified in 1620 and 1680 by Sir Thomas Wilson and Joseph Williamson respectively. Between 1764 and 1800 they were methodized. Further improvement in the organization of archives reached in 1812. An Act provided for the creation of separate printed books for the three classes of entries-things received, things issued and proceedings. Between 1848 and 1862 they were brought under the State paper office classification. The important milestone in the organization of archives in England was the passing of the Public Record Act of 1859. This Act declared the Lord Chancellor, to be the ex-officio chairman of the advisory council on public records. It designated the head of the record office as the 'Keeper of Public Records', who was put in charge of the administration of the record office, supervisory arrangements made in the government departments and the selection of records worthy of permanent preservation. Records once accessed into archives come within the jurisdiction of the record services and the publication divisions. The division is responsible for storage and custody, repair and conservation, photo- copying services, search rooms and postal reference services, editorial and publication services. The records administration division is responsible for the selection of records for permanent preservation. Public access to records was initially regulated by a 50-year rule.But an amendment Act of 1967 reduced it to a 30-year rule. The scholars in good number make use of the search room and this warranted the creation of more than a single search room. At present there are three search rooms and each one is attended and utilized by more than 300 scholars. Three search rooms are situated in London and another one is in Herefordshire. The Universities of Liverpool and London provide training to the archivists. The 'Society of Archives' the professional body of archivists was founded in 1946. The process of archival organization thus developed gradually in England.

In U.S.A

The National Archives of the United States is one among the largest archives in the world. It has a vast collection of records. An Act of Congress established it on 19th June 1934 in order to preserve and make available, records for the use of the people of

the United States. On 11th December 1949 it became a part of the General Services Administration. It holds more than one million cubic feet of records, which range in data from 1774 to the present day. The National Archives and Record Service or the NARS is in charge of the federal archival system. The 'Archivist' of the United States who is assisted by a Deputy and an Executive Director heads it. The Executive Director is responsible for the management of technical services. The archivist of the United States is the ex-office Chairman of the National Historical Publications Commission. Most records in the National Archives are open to the public and all records over 50 years old are open. There is a large exhibition hall in the archives where the historically important documents such as the Declaration of Independence, the constitution of the U.S.A., and the Bill of Rights are kept permanent.The National Archives administers many new archival buildings. It sponsors conferences, workshops and symposia to highlight the significance of the archives. Library Congress, Washington D.C., the Hoover Institution on war, Revolution and Peace, are other storage centres of archival material. Microfilm and photographic services are available. The States of the United States of America also create archives of their own. Churches, educational institutions and business firms also have developed interest in the preservation of their records for future reference. One remarkable and admirable development in this sphere is the founding of the International Council on Archives in 1948. It is to be noted that the first International Congress of Archivists was held in Paris in 1950.

In India

The invention of paper is a great landmark as far as the archival history is concerned. In India, Vedic age is known for its cultural and literary contributions. As pointed out by the Frog-hymn, the literature and other matters of historical importance were orally transmitted to many successive generations. The faculty of memory was very strong in the people of that period in general and hence most of the archival information was transmitted from their memory stock. Later signs, pictures, engravings on variety of materials like clay, wood, stone, rock wall of caves, leaves and animal skins were used for archives creation. With the advent of the art of writing, the culture of creation and maintenance of records emerged but no uniform or standard method was followed owing to the lack of

awareness and experience in this field. During the Buddhist era all the proceedings of Samgha were recorded. The person entrusted with the duty of recording was usually a man of high rank. Much care was taken to create error free records. So the recorder was expected not to leave his seat while watching and taking notes of the proceedings of the Samgha. The archival practice of Maurya period is well highlighted in Arthasasthra which refers to the 'Akshapatala' or record office and 'lekaha' or writer of the records. It also mentions about the required qualifications of 'lekaha', which are, good handwriting and composing skill. The epigraphical evidences of the Gupta period, which incorporate the terms 'Akshapataladhikrta' and 'Akshapatalikas' further, confirm the presence of record offices in ancient India. The accounts of Hiuen-Tsang are other evidences of ancient record office. He himself admitted that he had read some records for writing his accounts. There are references in his accounts about 'Ni-lo-pittu' that means 'record office'. Vijayanagar and her vassal State (Ikkeri) also possessed their own record office. The Mughal and the Maratha rulers too knew the art of creating and maintaining records. The Imperial Cholas had a developed system of record management. Royal orders were written by 'olai officer' and scrutinized by a superior officer called 'olai nayagam'. There were revenue records by names 'Varipottakam' and 'Varipottakakanakku'. Sukranithi, a Sanskrit work, also refers to the records, records office and the officer in charge of them. Hence it is right to believe that creation and organization of records were practised in ancient India.

British period

The British contributed much towards the proper and gradual development of archives in India. In the early British rule, records were organized on the departmental basis. After having established their political hegemony, the British East India Company started introducing certain changes in the sphere of administration. Accordingly in 1763 the business of the council of the secretariat was bifurcated into two departments, Public and Secret. Shipping, revenue, fortification, accounts, appointments etc., were placed under Public Department while foreign affairs, defence, military etc., were placed under Secret Departments. In 1770 a committee of revenue was formed which was renamed in 1775 as the Revenue Department. Hence, in 1773, when the Regulating Act was passed

there existed three departments to look after the administration. In 1793 measures were taken for the preservation of court records. Hence, it is right to say that the organization of court archives and departmental archives existed at the close of the eighteenth century.

Court archives

Laws and regulations were passed on the maintenance of court records in 1793. Accordingly a separate Keeper of Records was appointed. Thomas Scott was appointed as the first Keeper of Records and Muniments of the Supreme Court, Calcutta. His services to the upholding of court archives are commendable. His service was immeasurably excellent that the archival practices he advocated and adopted are in consonance with modern theories and practices. He spent his valuable time, labour and money for the sake of preservation of court records. He sent reports and recommendations periodically to the government seeking and drawing its immediate attention towards the upkeep of records. He proved himself a real lover of records by spending money from his own pocket and also by accommodating the records in his own residence in times of shortage of space in the archives. His service in the arrangement of records cannot also be underestimated for he listed the records and prepared indexes up to the period of 1794. Even after his promotion to a higher post he committed himself to the task of archives management without expecting any extra remuneration. He drew up rules for the security of records and for their perusal. By his true and sincere service he occupies a significant place in the history of Indian archives keeping.

Public Department

The English East India Company knew well the importance of record maintenance. The letters received and sent, the decisions taken, the proceedings of meetings of high official were needed to be properly maintained. Mostly European writers were employed to take copies of them. When the volumes to be copied increased by leaps and bounds, Indians also were employed in this work on contract basis. The authorities experienced two major defects regarding secrecy and security of this system.They are: 1. The government's decisions could not be kept secret and 2. The copywriters were non-officials and proved highly irresponsible. They often failed to return the documents given to them.

In 1783, Hay, the then Secretary of the Public Department, questioned the secrecy and security of government records. Macpherson, a member of Calcutta Council suggested the shifting of secret records to the Secretary's residence and the erection of a separate building for housing all the records. Hay permitted the transfer of secret records to his residence. But the construction of a separate building was left to be done. The abuses of records continued. Along with lack of storage facilities and space, the records further suffered damage due to climatic conditions and insects.

On October 24th 1787, William Dolby was appointed by the Bengal Government to undertake the preparation of a complete list of records and papers in the Public Department. He was instructed to complete the work on or before 1st January 1788. He was appointed as the officer-in-charge of the records of the Public Department on 9th May 1788.

For the purpose of depositing and arranging the records on a set pattern, the demand for a building was strongly felt and it was made by the Public Department in 1797. The government appropriated money towards the construction and the work was completed on 24th May 1797. Seymour was appointed as officer in-charge of the record office on 6th November 1797. He remained in office for a period of fourteen years. Thus by 1797 a well-furnished record office with staff existed.

Revenue Department

The introduction of permanent revenue settlement in Bengal necessitated the keeping of records pertaining to the land revenue collection at one place. The then President of Board of Revenue suggested the creation of a record office for revenue records as a means to check the zamindars. His suggestion was given due consideration by the Court of Directors and by 1820, the Calcutta Government decided to preserve land records. A General Record Office was set up at Fort William, Calcutta, to house the public records relating to landed properties in Bengal. The Bombay Government was also instructed to set up Revenue Record Office on the model of Calcutta Revenue Record Office. In 1821 Bombay Record Office was established.

Secret Department

A Minute of Lord Wellesley dated 6th May 1802 holds a reference to the separate record of the Governor General in Council. The origin of such a record office and the first officer-in-charge of such an office were also not known. The only source to ascertain the existence of a record office in the Governor-General's office was the above mentioned Minute, which mentions that John Adam succeeded Mr. B. Wyatt as Keeper of Records. It is known that the Keeper of Records of the Governor-General's office was a full time officer who drew a handsome salary.

Modern period

James Hume, a Judge in Calcutta, suggested the creation of a Central Record Office in 1847. His suggestion was not given immediate effect. As the government records got accumulated in larger quantity, a committee was appointed to suggest measures to accommodate them. The Committee after a careful study suggested the creation of a Muniment room and a central record room for all administrative departments. In 1889, George W. Forest was appointed to examine the records of the foreign department. He recommended that all the records should be placed in the Central Record Office. Later in 1891 the Imperial Record Department came into existence. G.W. Forest was appointed the officer in-charge of the records of the Government of India. This marked the beginning of the Imperial Record Office in Calcutta in 1891.

In took more than seven decades for the English East India Company to introduce further improvements in the system of record-keeping. Samuel Charles Hill, Charles Robert Wilson, N.L. Hallward, Edward Denison Ross were those who one after another succeeded G.W. Forest as the officers-in-charge of records between 1899 and 1909. They were all eminent scholars and by their dedicated service added colour and glory to the archival practice. In 1910, the Imperial Records Department, which was originally under the Home Department was brought under the newly created Department of Education.

The British Government formed the first Royal Commission of Public Records in 1910. It is regarded as a milestone in the history of record management of not only England but also of India. The Commission's recommendations were intended to improve the methods of archival practice. They also paved the way for the formation of the Indian Historical Records Commission in 1919. In 1914, the head of the archives was designated as the 'Keeper of Records'. The first Indian who occupied that post was Jamini Mohan Mitra. The transfer of capital from Calcutta to Delhi in 1911 was significant in the annals of the history of National Archives of India. The present building was constructed in 1926 and transfer of records began. The complete transfer of pre-mutiny records was accomplished only by 1937. The National Archives was opened for the perusal of research scholars in 1939 owing to the claim made by the Indian Historical Records Commission.

After Independence the Imperial Record Department was renamed as National Archives of India in 1947. The records in it are divided into pre-mutiny and post-mutiny records for the sake of convenience. Since 1947 the Government of India has constituted a number of committees for the development of archival organization and administration. The committee of Archivists of India was constituted in 1953. It served as the meeting place of the archivists of many States. In 1959, the Government of India constituted the committee on archival legislation. The first archival legislation was passed in 1972. The volume of records then increased rapidly and hence the National Guide Committee was constituted for a term of five years. There were space problems too. Hence a new block was constructed. Arjun Singh, the then Human Resources Minister opened it on 3rd December 1991. Thus a long-drawn space problem was solved to a certain extent.

Regional centres

The National Archives established regional offices at various important centres. Bhopal, Panaji (Goa), Jaipur and Pondichery are the four cities where regional centres exist.

Archives are the symbols of national prestige. They are to be organized properly. The greater the efficiency of the organization, the greater would be the use and benefit. Archives have gained more importance in the modern era. Educational elites have realized their significance; administrative elites have contributed to their better organization. Archives are the guides to future generation. Hence steps taken towards archival improvements are considered a noble national service. Further, a well arranged, furnished and preserved archive can be realized under a well-knitted organizational set up. As such the organization of the archives is a point that requires serious consideration.

CHAPTER 5

FUNCTIONS OF ARCHIVES

Archives, the storehouse of records of historical value, are entrusted with functions of a varied nature. They hold the hidden truths of the past, the guidelines to administrators, mines of information to researchers, positive precedents to follow and the negative aspects to be avoided. The modern era has witnessed a rapid growth in the means of communication and transport and it has brought the nations closer. International relations, Organizations, Treaties, Conferences etc., have further strengthened the cause of the creation and functioning of archives. The functions of the archives are tremendously increasing day-by-day due to the ever growing thirst for knowing historical facts.

Ancient and medieval period

To the Greeks and the Romans the Temples served as archives. Those were kept open for the perusal not to all but to few privileged. The people in general due to lack of awareness and more of fear did not claim their right over access to those valuable historical source materials. Hence, the archival functions remained very meagre to that receiving and keeping the records safe.

A significant feature of the early middle ages was the domination of the church over the State. More religious records were produced and they were deposited either in the church or under the custody of ecclesiastical chief. Those were known as Papal archives. The permission for perusal of the records deposited in the Papal archives was subjected to the discretion of the Pope. Those were not open to the public and hence the functions of archives during the Middle Ages more or less remained the same, as was the case during the ancient period.

Modern period

In France the Goverment was held responsible for the preservation of records. The French model was soon adopted in many of the European countries. After 1870, as the concept of "Nation States" grew in Europe, the people of each and every nation were desirous of establishing a separate identity for their nations.

They looked back to their history and desired to establish and ascertain the past glory and prestige. They desired to affirm strongly the meritorious role played by their nations. The interest of the people and their awareness to study and write true history enhanced the significance of archives. The governments also responded to the changing trend of the people. They created, organized and demarcated the functions of the archives. Thus in the modern period a scientific trend has crept into archival practices. More the utility of archives is felt the greater would be their functions.

The archives all over the world perform two-fold duties, which can be categorized into primary and secondary. The acquisition and the preservation of documents constitute the primary functions. The other functions such as supplying the archival material to the authorities and to the researchers, giving training to the archive staff, doing publication work, providing photographic services, creating archival awareness by organizing conferences, seminars and exhibitions and maintaining a library, come under the secondary function.

Acquisition of Historical Material

1. Receiving of Records

Records are created by various agencies such as government departments, public, semi- public, and private organizations and the individuals. The creating authorities decide the utility and validity of records. The general procedure is the higher authorities of creating agencies concerned decide and select the records for permanent preservation. They have to decide and select the material not by their own discretion but according to certain norms. The records thus collected and certified are sent to the National or Regional Archives, as the case may be, by the authorities. This is a continuous process and is done periodically. The archival authorities then receive, admit and access them in their registers.

2. Arranging the Records

The records received by the archives have their origin from different sources. Hence, they form a complex mixture of material. They need to be arranged in an order so as to make the work of the archival staff simple, quick and easy. So on receipt of the records

the immediate function to be performed by the archival authorities is that of arranging them in a regular and set pattern. An entry register to make a note of all the records on receipt is maintained. Another register is to be created and maintained with a gist of each record for facilitating easy identification. They are to be indexed, calendared, catalogued and sorted out and then sent to the various sections of archives for their admission in the stacks. Then the classified records are compiled together chronologically and arranged department wise. The index of the departments is arranged alphabetically so as to make the work of locating and identifying the records of various departments easy.

Preservation

Preservation of records is as much important as maintaining the health of a child from the beginning. Hence one of the primary functions of archives is the preservation of records.

1. Selection of material

The archivists and the archive personnel know well about the quality of material to be used for the preparation and preservation of archives. Hence the function of the persons associated with the administration of archives is to advise the creating agencies on the material to be used for records. It should recommend and stipulate the name or names of material, their brand mark etc., to the creating agencies and should make it obligatory on the part of them to adhere strictly to such recommendations and stipulations. Such functions though at times viewed by creating agencies, as interference in their day- to- day functioning, would in the long run definitely prove beneficial and just. The archivists themselves should make use of such worthy, chemical- free material while arranging and preserving the records. The most recommended pieces of material for archives are hand made papers, best black printers ink, paints made from the most finely lavigated pigment, black pencils etc.,

2. Building

The building in which the records are kept constitute an important aspect of preservation. The records received from different sources must be kept with care to the core. Due measures should be taken to provide an infinite lease of life to them. To ensure such longevity, the archival building should have necessary facilities such

as enough storage space, sufficient light, proper atmospheric condition, ample consultation area, furniture, modern copying facilities such as Xerox machines, trained personnel etc. It should be a specially constructed air-conditioned building though there was no such facility in the past. Drawing the attention of the government to the basic necessity relating to the keeping, maintenance and preservation of archives is an important function of the archives. Without duly created, thoroughly furnished and properly protected building, the vast accumulated resources cannot be kept for posterity.

3. Providing protection

Using qualified and recommended material while creating and preserving the records and housing them in a suitable building form the initial part of preservative function of the archives. This function does not end with that. Providing protection to them from pests, insects, climatic fluctuations, fungus, dust and the like constitute the other part of it. Only the archives personnel can thoroughly perform it. Protecting the records from all these hazards may cost more. But while comparing the value of the records, the cost is insignificant. Pesticides should be carefully selected and the one that causes no damage to the character of the material alone should be permitted for use in the archives. To keep the records free of dust there should be a team of workers. Modern dusting equipments like vacuum cleaners should be used. Great care should be taken to keep the records from being exposed to direct sunlight.

4. Rehabilitation of Records

Rehabilitation is an important function of archives. The records that date back to many years or even centuries may be in a dilapidated condition. At times they may break like 'Papad'. The edges may remain folded. The colours may fade. The letters in it may remain shaded. Such weaknesses of records should be properly attended to. The folded edges must be flattened; minor damages should be repaired; the writings on such damaged pages should be carefully rewritten on both the sides. If the document with writing on one side becomes brittle pasting a thick hand- made paper on the other side would strengthen it. Compilation, stitching and binding of records are the other processes of rehabilitation. Thus adding

new life by rehabilitation and strengthening of records by employing specially trained personnel are important and noteworthy functions of the archives.

5. Applying modern techniques

Conservation of archival material has become more complicated in recent years due to atmospheric pollution. Where, how and when the records get damaged are the questions for which at times the archivists are unable to find answers. In the modern world, more advanced techniques are available for the process of conservation, rehabilitation and reduction of the quantity of records without lessening their contents. Archives should make use of all such scientific techniques. Microfilming of records will reduce the quantity and will require only lesser storage space. Transporting them also is easy and less expensive. Any number of duplicates can also be obtained. Hence, an archives should have a microfilm unit with different cameras for filming loose sheets and bound volumes. The computers are of much aid. Volumes and volumes of records can be stored and it is quick and easy to search for a particular record whenever they are needed. Archives thus can house, hold, maintain, preserve and provide the oldest records. They should employ new, modern and ultra new techniques for their preservation.

6. Maintaining a research laboratory

Every archive should have a research laboratory to investigate the origin, cause, nature and impact of archival problems. The causes of the growth of insects and fungus should be investigated and proper remedial measures should be prescribed. Each and every archive will have different types of problems caused by the prevailing air circulation, sunlight, place of location, climatic condition and the like. The nature of problems confronted by the archives differs from one archives to another. Hence, archives should have separate research laboratory to identify the unique problems and suggest measures to prevent them. The research laboratory should engage itself in finding innovative techniques to facilitate longevity of archival material. Reading the calligraphy, observing the temperature and humidity, are also the duties to be performed by the research laboratory to alert the authorities whenever necessary.

Allied functions

1. Publication

In the modern period the trend is towards keeping governmental activities, records and documents transparent. Archives all over the world have opened their portals to the research scholars. The scholars normally find it very difficult to locate and identify the needed material among the voluminously accumulated records. It is the duty of the archives to guide the researchers with certain reference media and hence, the need for preparing and publishing handbooks, press lists, indexes and calendars. The areas in which research work has not yet been done should be identified and the records related to those areas should be made available.

As far as India is concerned, the publication of records can be traced back to the latter part of the eighteenth century. The records relating to military operations undertaken by the British were published. The East India Company appointed historians to write records of its civil and military matters. John Bruce brought out his work entitled 'Annals of the Honourable East India Company' in 1806. In 1887, a Committe was appointed to consider how records in India office could best be made available for the purpose of historical research. The members of the Committee were Gadly, Henry Yule and General Strachey. They recommended the publication of press lists as a first step to be followed by more elaborate calendars. In the early part of the nineteenth century indexes of the public department were brought out in Madras. A.T. Pringle, the Keeper of the Imperial Record Department, started the work of printing the records for the easy access of researchers and for long standing preservation. The National archives created a major publication programme and in collaboration with universities and academic institutions brought out many records, their calendars and inventories. Mircrofilming process filled the gaps found in the manuscripts. The formation of a Research and Publication Committee in 1942 was a forward step in this direction. It published documents concerning eminent personalities, important events of the Freedom Movement, educational and economic growth etc., It also published calendars, indexes, lists, abstracts, catalogues and handbooks.

Reprographic services

Reproduction of records in different forms such as microfilm, reprint, type script copy, Xerox, photo duplication and the like are to be done by the archives. It helps the researchers to save time and labour. It helps the archivists to reproduce the brittle records. The National Archives of India also maintains a mobile microfilm unit for microfilming valuable and rare material, which cannot be physically brought to the archives. This facility is also often availed by State archives and record centres.

Providing technical assistance

Archives should give technical assistance to the creating agencies in the management and preservation of records. In India the Curator of the National archives visits every three years the State Archives and provides guidance and advice. In 1950, the Director of National Archives of India visited various repositories. The Tanjore Raja's Records at Tanjore, the Mackenzie Collection at the Madras Oriental Manuscript Library and the Library of Royal Asiatic Society, Bengal and the Library of Maharaja of Kashmir were some archival centres inspected by him. The suggestions and recommendations given by him to improve the methods of archives-keeping proved to be of great help to them. The technical personnel of the National Archives of India visited not only the State Archives but also crossed the borders and visited Asian and African countries and provided technical assistance.

Elimination of records

The records worthy of archival quality grow day by day. Hence there arises the necessity to undertake an elimintion process to eliminate irrelevant and unwanted records. In 1962, the National Archives of India launched a model project to assist government agencies in making an appraisal of unwanted records of no administrative or historical value. In this regard, the Goverment of India adopted an archival policy resolution in 1972. This resolution provided guidelines for archival mangement.

Assistance to scholars

An archive is a friend, a guide and a philosopher to researchers. When a true researcher enters the portals of archives

he is automatically captivated by the real wealth of knowledge hidden there. He feels everytime new , fantastic, fascinating, enlightening and enchanting. Entertaining such researches with available sources of information is the primary duty of archives. For his easy access, records should be kept well-arranged. He should be informed of the ways and means to exploit the resources there. He should be treated so kindly that he should feel at home. The procedures to get the copies of G.O.s, the ledgers, the records of various deparments, the council proceedings, the bare Acts are to be highlighted to the researchers through the reference media. Working space should be adequate and it should be comfortably furnished with proper light arrangements so that the researcher could work for a long time without getting tired and exhausted. Now-a-days as research endeavours have become the fashion of the day among the educationists and the administrators, more number of scholars make use of archives.

Supplying records to the Government

The Government Department may require records for reference while planning the future course of action. An idea of the past happenings may enrich the knowledge in that subject and hence, the policy-makers and the planners are always interested in probing into the past. It is the bounden duty of the archives to furnish the needed records and particulars from the vast accumulation of records.

Creating Archival Awareness

The modern era is an era of advertisement. Anything whether it is a product, organization, individual, event or the like gets name and fame when advertised extensively. Though archives do not need any advertisement their importance, utility and value should be taken to the notice of the people in general and intellectuals in particular. Hence one of the functions of archives should be related to that of organizing seminars, conferences, archives week, exhibitions and workshops and the like in order to create awareness. The National Archives of India conduct a number of such programmes. They have been conducting archives week celebrations starting since 1978. Panel discussions, film-shows, T.V. and radio broadcasts, special brochures, souvenirs and press

interviews are some of the features in this direction. Lectures of eminent historians and archivists of India and abroad are also arranged.

Providing Archival Training

Providing training to the archives personnel and to those associated with archival practice is an important function of the archives. The training course covering the techniques of indexing, calendaring and preservation of records should be organized. In 1973, the National Archives of India conducted two short-term certificate courses pertaining to the record management and preservation. The Institute of Training was established in 1976 and the National Archives of India started a correspondence course on Archives-keeping in 1978. The students who joined the course were given practical training in important archives of India. But this course was not conducted after 1980.

Accommodating a library

Archives should accommodate not only the records, documents worthy of permanent value but also the published books and secondary evidences. Hence, archives should accommodate in itself a library and it will be of immense help to the researchers.

Archives, the temples of researchers, administrators, planners, policy makers and peace lovers should upkeep their utility when they perform the above-mentioned functions. The fame of an archive is evaluated by its sincere performance of these duties. Every citizen owes much to the archives, as the archives preserve the sources of the culture of human race. Men once passed away cannot be brought back to life. But their achievements and failures can be brought back for our review and assessment with the aid of archives. Hence, archives are expected to perform manifold functions. In fields such as politics, history, economics, sociology, culture etc., the use of archives is of immense value and the archives cater to the needs of scholars in their search for knowledge.

CHAPTER 6

USES OF ARCHIVES

Archives are the lighthouses for the historical past. They enlighten the users with hitherto unexplored true facts. They generate new thoughts among the users by their silent dialogue and discussions with them. They play hide and seek game with the users. They widen the scope of research by offering and highlighting the true facts, which cannot be found in any other place. They manifest the past experiences of individuals, nations and society. They point out and serve as evidence of human progress, covering various spheres such as social, economic, political, religious, cultural and so on. They could be used as shields to protect the legal rights of the people. They indirectly provide recommendations to the administrators on what are to be adopted and what are to be avoided. They serve as guides to the different creating agencies too. They contain references to the past glory, failures, victories, achievements, challenges and responses of the society and nations. They facilitate the new generations to know the past. Without the archival establishments a nation will be ignorant of its past. Hence, the significance of archives is duly felt in recent years. The modern age has witnessed a considerable improvement in the field of archival practice. Correspondingly, its uses are also widely realized.

Research value

Archives are the heaven on earth to the researchers as they contain ample source materials of primary nature. They are accurate, authentic and ultimate. No one can question their evidentiary value. Hence, they provide much scope for writing true history.

The issue taken for research endeavour may belong to any period and to any aspect. But archives provide ample sources to probe into the details of the aspects. If it happens to be related to public administration, the archives hold and provide the records received from the public department and its allied agencies. This is the case regarding the aid provided by the archives for many aspects of history as detailed below:

Subject	Nature of available material
Diplomatic history	Consular dispatches, instructions relating to foreign activities of the government
Economic history	Data gathered by regulatory and labour agencies, showing the concentration of industry, labour dispute, employment service, transportation etc.,
National history	Records on wars, on particular historical events or episodes etc.,
Demography	Passenger lists, records of agricultural, labour transportation etc.,

Apart from these, archives also provide source materials for establishing the rights, privileges, duties, immunities and the like. They offer basic and reliable information on the relation between the citizens and the governments. There are land grant records, service records, naturalization records, census reports and these records are of immense value to assess land regulations, pension policies, citizenship norms and legal residences. Fiscal and budgetary records are of aid to go into the details of the financial policy of the government. Administrative records and conference records will throw light on the precedents set up earlier. Patent records and contract records help to know about royalty rights and labour disputes and wage claims. Thus archival holdings are numerous, varied in nature and content and unique in their utility. The validity of one record cannot be compared with another. Each paper is identical and unique in nature and is useful for knowing the past in its correct perspective and guiding the future course of action in the light of the past.

The archives are useful to the researchers, politicians, economists and others as they contain primary, evidentiary and informative sources. The research project of a researcher on modern history normally begins with his work in the archives. He has to make full use of the archival material. Archives are thus useful to the researchers by providing the raw material, which is unquestionable, and unchallengeable as and when used for the

reconstruction of the past. They assist the politicians and economists by rendering data and detail about identical problems.

Administrative value

The records are the products of the continuous process of administration. They are non-intentional and spontaneous in their creation. They speak of every official activity executed every now and then. The utility of those records are realized not at the time of their creation but only at the time when the creating agencies aspire to improve their standard of administration. Hence, one could infer the fact that these records show the way for improvement, development and evolution of the creating agencies. Archives guide the administrators by showing the positive and negative aspects of previous administrators. They are useful to the policy- makers to design and decide a policy that will be more beneficial to the nation. Errors of the past can be rectified and flawless facts can be employed. Good and meritorious aspects found on records may be adopted. Failures of the past may be prevented. They will speak and unravel what were the measures taken to tackle a situation and what is to be taken to solve a more complex problem than the previous one. They are the proper guides to draft a systematic plan for a better administration. Thus archives are useful to the creating agencies to a great extent.

Statistical value

The archives possess ample statistical data. The archival records have references to many departmental activities with statistical citations here and there. For example, the record of the Education Department will surely have statistical information on the strength of the schools in an area, students' strength, teacher student ratio, drop- outs, and percentage of wastage. The census report consists of clear statistical data on the population growth sex-wise and area-wise. The economic history of the past can be built and brought out on the basis of authentic statistical data available among archival treasure. The duty of the researcher is to hunt and identify the needed relevant data to ascertain the truth. The data collected from archives are the most accurate and authentic and hence by interpreting the available data a researcher can bring forth true evaluation of the past happenings in different fields.

Authenticity and accuracy

Research work related to the disciplines like History, Public administration, and Political science need authentic sources to ascertain the facts. No inference, conclusion and findings of a research work will be approved or recognized unless they are supported by authentic sources. The storehouses of authentic evidences are the archives. The researcher uses footnotes to express his indebtedness to those original sources and also to confirm the authenticity of his work and sources. The data collected from most of the archival wealth form a part of primary sources. In recent years, the archival administration has improved and the uses of archives are well realized. The modern facilities in the archives make the work of the researchers easy, quick and less expensive. When one goes to the original sources preserved in the archives, the outcome of the work produced by him will be more authentic and accurate.

Cultural value

Archives are the warehouses of old records and they are considered as the symbol of national prestige. As the nature of the work of a movie Director is that of picturising the story written on a paper, the duty of the researcher is that of bringing to light the glory of the past, the cultural trend of a nation which is hidden in files, documents, and stacks and shelves of archives. Thus the forgotten glory and the neglected cultural aspect and value if any, can be highlighted only with the help of the archives. Even if the archival history is to be written, it itself should provide information.

Legal value

The various archival materials are legal documents. Their authenticity is out of question and doubt. The public claim rights, privileges and concessions that were once given and enjoyed and are later denied by pointing out the facts available in the archival material. They make the government accountable and answerable to the public. Under the democratic set up, the legal value of archives has gained strength.

Social value

Archives are basically society- oriented, as the producers and the users are all units of the society. The social set up, its

activities, rules, traditions, customary practices, and usages form a part of the archival material. Hence to develop a refined, civilized social set up archives are of much use. The social evils, their impact on society, and the hindrances in the way of social justice can be easily identified with the archival references and this can lead to establishing a perfect model society. Hence, social value of archives can never be under- estimated.

Useful to reconstruct the past

The microscopic study of history is the new trend of the present day. Hence the study of local or regional history draws the attention of historians and researchers. In the course of collecting materials to write such local and regional history, there is ample scope for reconstruction of the past on the light of new evidences collected. Truly speaking archives play a hide and seek game with the researchers for they have to collect details from the archives after a long and deep search. They are useful to reconstruct the past in the right perspective.

Archives are storehouse of the past

Archives are of great value as they serve as the storehouse of the past events. The shadowy past is transferred into a form of substance with the aid of archival materials. The archives are the veritable mine of information, a pool of written documents. As history is the record of the past, the association of historians and researchers with the archives is inseparable and unavoidable. The past events are judged in the light of the material stored in the archives.

Use of archives for publication

The researchers and the administrators make full use of the archives. For their perusal and guidance the archival authorities also undertake some publications. These publications facilitate the work of researchers. The National Archives have to their credit certain publications as detailed below:

1. Selections of Home Records of the Government.
2. Annual Report of the Revenue Administration.
3. Annual Judicial Report of the Sadar Court.
4. Annual Report of the Legal Remembrance.
5. Annual Report of the Police of Provinces.

6. Annual Report of Calcutta Police.
7. Annual Educational Paper Report.
8. Annual Commercial and Shipping Reports of the States.
9. Half-yearly Report of Government Dispensaries.

All these publications were not initially meant for sale. The copies were not made available to the needy. In 1853, the Secretary, Bengal Chamber of Commerce, Calcutta, made a request to the effect that the Government publications should be supplied to his office for the use of the Chamber. This request yielded a posititve result. For the first time, the Government decided to place the official publications on sale to the public at a fixed rate. This practice survives even to-day. Many research works have so far been done on the basis of these reports and publications. Now-a-days the areas which have not been considered for research are given due consideration by the archives. Those untouched records are published and attention is sought towards those aspects among the historians and the researchers.

The uses of archives are manifold. They are the edifices on which rests the historical writings. They furnish details of information with adequate data on the working of the departments of government, semi-public agencies, private agencies, religious organizations and private individuals. Whether it is an institution or an individual if it ever wants to improve its standard should make a self-evaluation. It should review its achievements and shortcomings. It should learn from the past experiences of its own and others by trial and error method. To undergo this process archives are of immense value. The present day administrator can acquire knowledge of information about the pros and cons of various schemes of his predecessors of the remote past. The experiences of other nations can be taken into consideration while designing a new plan. Economic measures of greater importance should be planned and implemented in the light of past plans found in the archives. The educational policy of a nation, which is more basic for its development, can be framed on studying the materials available in the archives. In designing the foreign policy of a nation the archives promptly serve as efficient guides. On referring to the documents found in archives the policies and practices, diplomatic and consular services, war and peace efforts taken by various nations, can be known. Those are of great

assistance in deciding the course of action to be taken by a nation during the times of peace and war. Thus the archives possess in it varied kinds of information. Such information is not in the form of instructions, suggestions, recommendations or advice but in the form of true record of events of the past. It is up to the ability, interest, calibre and intelligence of the user to exploit them properly and make inferences. The researchers owe allegiance to them as they provide the primary sources for their subject of study. The administrators should be grateful to them as they provide positive guidelines and codes of conduct. The Nation should preserve them, as they are the symbol of its prestige. The study of archival science hence has gained momentum. The avenues of archives keeping is ever expanding and it will never shrink as the activities of the individuals and the government are gradually becoming numerous, complex and ever-increasing.

Thus archives, the official place where the records of the past are preserved, enables the historians to reconstruct the past with the acquisition of additional evidences. Only after the eighteenth century, importance has been assigned to the different kinds of sources for writing authentic history. Both public and private archives do their best in enumerating historical facts. The valuable and precious collections maintained in the archives inculcate a spirit of disciplined approach to history.

CHAPTER 7

NATIONAL ARCHIVES OF INDIA

India is the place of origin of multifaceted and multifarious civilizations, languages, religions etc. It had contributed a lot to the science of mathematics, astrology, philosophy, medicine and so on. Those were all the original contributions of Indian scholars of the ancient and the medieval era. With the arrival of the Europeans, the Indian contributions became less due to the disencouragement and the suppressive and oppressive policies of the imperial rule. No aspect of the Indian life was left undisturbed by the alien rule. The economic policy, military policy and political set up under the British were brand new to the Indians. Those were imposed on the Indians compulsorily and were undoubtedly most disadvantageous to their general interest. The creativity and the innovative and orginal thoughts were overshadowed by the political and economic creed of the British. The antennas of the Indian brain were tuned to receive the waves of Western thoughts. Hence, the contributions of the Indian under the British Rule were meagre and were greatly influenced by the Western ideas. The real authority vested with the British and all the developments witnessed by India between the later half of the eighteenth century to the closing years of the first half of the twentieth century are to be attributed to the credit of British alone. One such development caused by the British rule in India is that of archival management.

Origin

The National Archives of India, the biggest archival institution in Asia is one of the leading archival establishments of the world. It had its humble beginning in 1891. It was initially named as the Imperial Record Department. James Hume, a judge in Calcutta, emphasised the need for the establishment of a public record office for the first time in India in 1847. But the government paid no need to his suggestion. In the history of the National Archives of India the name of Mr. Sandeman is always to be remembered. It was in 1860 he, in his official capacity as a Civil Auditor stressed the need for relieving the government offices of congestion by the destruction of papers of routine nature and of minor interest. He also advocated the transfer of all valuable records to a 'Grand Central Archives'.

A Record Committee was set up in 1861 to look into the implementation of his report. The Committe instead of recommending the creation of a Central Archive engaged in the work of publication. The Committee brought out a few publications. Worthy of note are J. Long's "Selections from unpublished records" (1748-67), the two reports of J. Tolboy's Wheeler on the 'Records of the Home and Foreign Department' and Scott Smith's Calendar of India's State Papers, Secret series (1774-75). These publications were primarily intended to justify the British rule in India. The object behind the creation of the Committee thus remained unrealized.

In 1871, Hume, the then Secretary to the Home Department proposed that all Secretaries should print old records. The then leading archivist W.W. Hunter and John Jardine later made similar recommendations. The Government responded to those requests and recommendations and brought out certain publications like the Selections from Records, Press lists and Calendars but the mission of establishing a Central Record Room was left unrealized.

The next step towards the creation of a central repository was taken when in 1889, G.W. Forest, Professor of English History, Elphinston College, Bombay was appointed by the Government of India on special duty to examine the records of the Foreign Department. He was an experienced person in the archival practice and out of his own interest he already served as a reputed archivist in the Bombay Record Office. His appointment proved worthy as far as the history of Indian archives was concerned. He after a careful study of the condition of records submitted his report on 17th August 1889.

The report mentioned that many documents were already in poor condition due to 'ignorant and indifferent cutodians, damp and white ants'. Hence it suggested the transfer of all records to a central repository. The Viceroy's Council by its majority strength supported this recommendation.

On 11th March 1891, the Government of India appointed G.W. Forest as officier-in-charge of the records of the Government of India. He was entrusted with the duty to examine, transfer and catalogue the records of all departments and organize a central library to supplement the various deparmental libraries. By 19th June 1891, Forest succeeded in transferring the records of the Home

Department and in establishing a library. The records of other departments were later gradually transferred to the Imperial Record Department. Thus, the Imperial Record Department came into existence in Calcutta in 1891. It was located in the six rooms of the ground floor of the new Imperial Secretariat building opposite to the Government House in Calcutta. It was placed under the administrative control of the Home Department.

G.W. Forest (1891-1899)

G.W. Forest served as the officer-in charge of the records of Government of India from 1891 to 1899. He was assisted by a team of staff consisting of an assistant, 8 clerks, 18 draftists and coolies for archives and a temporary staff of 2 munshies and two pandits for the library. During his tenure of office he arranged a series of records, chronologically. They are Home (1752-1879); Foreign (1764-1829); Military Board (1777-1858); Military (1786-1893); Medical Board and Surgeon General (1845-1859); and Public Works (1850-1871). The work of much credit and value was the accession of the correspondences of foreign department with the Indian rulers in Persian and other oriental languages. These letters have historical, philosophical and literary values. A few of them are illuminated and gold-sprinkled ones and serve as excellent specimens of Indian Calligraphy.

S.C. Hill (1899-1902)

Samuel Charles Hill was an eminent scholar and an academician. His period of service that ran to three years as Keeper of Records saw a series of publications. The publications were made not only on records but also on books. The books on 'Yusuf Khan' and the 'History of the Maratha people' were published. A publication of a list of the Military and Private Secretaries to the Governor-General and Viceroys from the period of Warren Hastings was made. A Calendar of the proceedings of the Select Committee (1750-60) and abstract of the early records of the Foreign Department (1750-62) were compiled and published. The press listing of the Public Proceedings from March 1754 to1757 was prepared and this marked the beginning of the Modern system of press- listing.

He was very keen on keeping the records safe and secure. Under him fragile papers were rehabilitated. A useful programme

of flattening the folded documents, repairing and placing them between docket covers was launched. He introduced the culture of using tissue papers for repairing the records. Thus under S.C. Hill, the Imperial Record Department attained a substantial progress both in rehabilitation and in the preparation of reference media.

C.R.Wilson (1902-1904)

Charles Robert Wilson had a short tenure of 2 years. He published six volumes of the Public Press list (1740-64) that covered 8000 manuscript pages and a Press List of Bengal and Madras papers. He gave the idea for calendaring the Persian correspondences. But before giving shape to his idea he passed away due to illness.

N.C.Hallward(1904-1905)

During his short tenure Norman Lestie Hallward brought out the 'List of Home Department Records (1749-1859)". He also compiled an index to the list of the Public proceedings from 1749 to 1759 and abstracts of original Persian Correspondence (1708-1781).

E.D.Ross (1906-1914)

Edward Dinison Ross was a Persian scholar and linguist. He published two volumes of the 'Calendar of Persian Correspondence (1759-1769)". These calendars are of great aid to the researchers on Persian records. Preparing a complete inventory of the records in the custody of the department was attempted in his period. Lists of foreign, military, finance, home and public works departments covering different periods of the eighteenth and nineteenth centuries were published in volumes. Press lists of Public department proceedings, original Persian letters and correspondence (1757-1768) and Military Records were prepared. The work of listing the original treaties, engagements etc. received from the foreign department was accomplished. During his service in 1910, the Imperial Record Department till then under the Home Department, was transferred to the newly created Department of Education. He engaged himself in the task of filing, indexing and preservation of ancient records. He also attended to the queries from various departments involving search among records and correspondence and distribution of publications. As he had a reasonably long tenure

and real interest in archives management, he was able to contribute much to the building up of the central record office.

A.F.Schotfield (1915-1919)

Alwyn Fober Schotfield was a true archivist. He prepared elaborate rules for preparing index under the title 'Indexing of Records'. Consolidated index to the entire series of Public Press lists was also prepared which is a convenient and easy book of reference for researchers. He showed keen interest in the proper preservation of records. He introduced the use of chiffon in place of tracing papers for mending the old documents. He himself did the work of repairing the brittle documents. He also trained the menders in the repair techniques. He lived as a model archivist. The other archivists of India used the technical service and assistance of the Imperial Record office during his tenure. Under him no branch of archival activity was left untouched or unimproved. He had to his credit some publications. Press listing of the Public Department Proceedings upto 1800 was done. Press lists were prepared for the records of the Secret Department. During his tenure, the office was redesignated as 'Keeper of Records'. Towards the end of his tenure, the Government of India created the Indian Historical Records Committee in 1919. Its duties were that of advising the archival authorities on matters of exploiting the archives for historical study, compilation of reference media, public access to archives and training of Indian students in historical research. The Keeper of Records was to act as Secretary to the Commission.

R.A.Blaker, J.M.Mitra, A.F.M.Abdul Ali and Dr S.N. Sen were the other dignitaries who occupied the post of Keeper of Records. R.A.Blaker press- listing of mutiny paper was completed.

J.M.Mitra (1920-1922)

Jamini Mohan Mitra was the first Indian appointed as the Head of the Imperial Record Department. He took possible measures to protect the records from termite menace. He revised and remodeled the press lists of the Secret and Separate Department Records and the Chandranagore and Chinsura proceedings. When Bengal was constituted as a Lt.Governor's province, he made arrangement for the proper division of Records between the Government of India and that of Bengal.

A.F.M. Abdul Ali (1922- 1938)

Abdul Faiz Muhammed Abdul Ali held the office for about 17 years, the longest period on record. He was an eminent scholar and had already served in the Indian Historical Records Commission and earned a good deal of reputation and recognition among scholars and historians. Weeding of records was an important work done at the time of Abdul Ali. To undergo this work Government of India constituted a sub-committee consisting of eminent members of the Indian Historical Records Commission, K.E.A. Cotton, Jadunath Sarkar and Rushbrook Williams. It examined the pre-mutiny records and condemned a portion of it on grounds of non-historical value and administrative utility. They also framed a set of rules for the guidance of the scrutinizers. They recommended the appointment of a standing local sub-committee to co-operate with the Keeper of Records. The records were classified into three categories (a) those of permanent value (b) those of secondary value (c) those of no historical or administrative value. During his tenure he faced two major problems. One was the economic problem caused by the Great depression and the other was the question of transfer of records from Calcutta to the new capital Delhi. Due to the economic panic, he was deprived of sufficient budget allocation and service personnel. The shifting of records was a tiresome but most responsible task, which involved much technical skill and patience. Though the capital had already been transferred to Delhi in 1911, the construction work of archival building was completed only in 1926. The new office was opened at New Delhi on November 1st 1926. The process of transfer of records went on slowly but with much care and caution and was completed in March 1937.

Dr. S. N. Sen (1939-1949)

Dr. Surendra Nath Sen held the office for about a decade. He was an eminent academician. Under him the activities of the Imperial Record Department was reoriented to the core. The most noteworthy achievement was that the doors of archives were thrown open to the researchers in 1939. The Indian Historical Records Commission framed the rules governing access to public records. The rules were further liberalized in 1947 and all the pre 1902 official

records became available to research. Reference media was also prepared. Two volumes of detailed indexes to the Land Revenue Record (1830-59), Index to Select Committee and Secret Department Records (1756-80), a Manual of Rules regulating access to archives in India and Europe were compiled and published.

Dr. Sen paid due attention to the conservation of records also. Laminating Hydraulic press was installed to undertake large-scale repair of brittle and fragile documents. To facilitate speedy disinfection of documents infested by insects and moulds, a vacuum fumigator was installed. Micro photographic laboratory was set up to facilitate the microfilming of records. With all vision and foresight Dr. Sen established a Research laboratory in India. It undertook research on problems relating to conservation in a tropical country like India. The establishment of such a Research laboratory was first of its kind in Asia and it proved more beneficial and worthy when it invented an insecticide paper and a method of treating palm leaf manuscripts.

All these technical advancements brought with them the need of trained personnel. History or Chemistry graduates were then preferred. They were trained in the scientific treatment of records. The scale of pay also was revised considerably. A formal course of archival training also was inaugurated in 1943.

Britain, though prepared to part from India was not prepared to part with the Indian records of historical significance. The Government of England took a decision to the effect of handing over such Indian records to her Government immediately on the transfer of power. However, fortunately a greater part of records was reserved ultimately for India. The Imperial Record Office faced another formidable challenge. It was feared that the amputation of India would result in the amputation of records housed at one central place. But the new governments of India and Pakistan arrived at an agreement to respect the integrity of the archival wealth.

After Independence the Imperial Record Departmant was renamed as National Archives of India on 30th August 1947. The rechristening expanded its scope that (1) it would no longer be the mere storehouse of colonial records but would serve as a proud custodian of the Nation's heritage and that (2) it would perform more dynamic and creative role in India.

Holdings

The National Archives of India maintain a large variety of archival material such as public records, maps, private papers, microfilms and books.

Public Records

The records in the National Archives of India are extremely voluminous. In its publication in connection with the International Archives Week from 23rd to 29th October 1979, the National Archive has acknowledged that the records in its coustody 'occupy to-day a shelf space of 25 Kilometres'. During the post-Independent era records were acquired in large quantities. Among them the records of Foreign and Political Departments, their agencies, the papers of the Constituent Assembly and the Reforms Office containing a vivid history of the Constitutional Department of India and the papers of old Calcutta and Bengal Banks on India's economic history are worth mentioning.

There are series of ministerial records of various departments. They are summarised below.

Home Department (1748-1950)

The British East India Company was a business concern and hence its official business was mostly related to trade and commerce. The first series of consultations in the public or Home Department came into vogue in 1704. Political events also were recorded until a secretariat was created in 1756. Later many new branches were created. In the post-mutiny period, the number of branches further increased. It ran to 27 branches by 1946. These branches sent their records.

Foreign Department

Company's military activities both against Indians and European rivals are found in the records of the Foreign Department. There was a Persian Department, which formed a part of the Foreign Department. The Department was reorganized in 1861 and its works were divided under different heads. Their records are housed in the National Archives.

Military Department

Military Records of Bombay and Madras armies highlight the development of the Indian army. It also had many branches - Marine, Military Board etc. There are many collections of papers, which refer to military expeditions and field operations.

Financial Department (1811-1948)

Originally it was a branch of the Home Department. It was separated and made independent in 1843. There are records of financial proceedings, abstracts of the proceedings of the Governor of Malacca etc.,

Legislative Department (1777-1935)

Once a part of the Home Department, it became a saparate department in 1869. The records of Law proceedings, Legislative proceedings, the Indian Law Commission's files, and all papers connected with Acts are found under this head.

Public Works Department (1850-1944)

It performs the functions connected with civil buildings, roads, irrigations and railways. It also has connections and correspondences with Munitions Board, Industries and Labour, Post offices and Electricity. The papers relating to the above-mentioned units come under this heading.

Education, Health and Lands (1860-1944)

Originally a part of the Home Department, it became an independent one in 1910. Health in 1921, and Land (Agriculture) in 1923 were amalgamated with this department. In 1945 all these three were trifurcated. Along with Education, Health and Lands, there are also records relating to archaeology, linguistic survey, municipalities, commerce, trade, famine, food etc.,

Commerce and Industry Department (1905-50)

Records of international trade and commerce, stores, customs, post office and telegraph, merchant shipping, railways, emigration, civil aviation etc., come under this department.

Oriental Papers

The National Archives have a marvellus collection of Oriental letters dating back from 1873. Most of the letters are in Persian and some are in Indian languages such as Tamil, Telugu, Hindi, Sanskrit, Arabic, Bengali, Marathi, and Panjabi. There are some letters in Burmese, Chinese, Siamese and Tibetan.

Non-Ministers Papers

National Archives also hold papers of some offices other than those of ministers. Among them the worth-mentioning are those received from the following agencies- Indian Munitions Board (1917-20), Central Board of Revenue (1923-46) Survey of India (1777-1902), Directorate of General Health Services (1855-1948), Solicitor General (1761-1920), Comptroller and Auditor General of India (1882-1959) and the Indian Council of Agricultural Research.

Broadly-speaking, the records of the National Archives are categorized on the basis of the nature of the government under two headings - Company Records and the Crown Records. They are kept separately. Company Records are known as the Pre-Mutiny Records and the Crown Records are known as the post-Mutiny Records.

Pre-Mutiny Records

The Pre-Mutiny Records are those received from the various departments such as Foreign, Home, Finance, Military, Legislative and Public. They cover a period between 1596 and 1859. The Handbook to the Records of the Government of India (1748-1859) gives a detailed description on the old records housed in the National Archives of India. The Pre-Mutiny Records available are:-

Foreign Department	-	1596-1859.
Home Department	-	1680-1858.
Finance Department	-	1750-1857.
Military Department	-	1757-1859.
Legislative Department	-	1777-1859.
Public Department	-	1850-1859.

Some of the important events seen in the above Departments are :

Foreign Department

War between England and France and its effcts on India 1756-1771.

Immigration of Chinese to the West coast of Sumatra, 1758.

Treaty Between the Dutch East India Company and the Nawab of Bengal, 1760.

Expedition to Manila as a result of war between England and Spain 1762.

Political State of Bengal on the death of Mir Jafar, 1765.

Opium and Salt trade, 1766.

Expedition to Nepal, 1767.

Buxar Battle and its effects, 1764-1765. Trail of Mohamud Rica Khan, 1770.

Administrative Reforms of Warren Hastings, 1772.

Mission to Bhutan and Tibet, 1774-1776.

Mysore and Maratha affairs, 1776.

Relation of Territories in Ceylon and South India among the French, Dutch and English,1784.

Transfer of Dutch settlements in India to the English,1789.

War with Tipu Sultan, 1792-1799.

Manila Expedition, 1797.

Conquest of Java,1882.

Maratha affairs,1816.

Expulsion of the Raja of Nagpur from Ranjit Singh Country, 1820.

Establishment of a Russian Consulate at Ghilon in Persia, 1830.

British Commerce in Persia and Mesopotamia, 1830.

Slave traffic in the Persian Gulf, 1840.

Annexation of Punjab, 1840.

Capture and Trial of Tantia Topi, 1859.

Trial of Bahadur Shah, 1850.

Treaty of Friendship with Siam, 1855.

List of Officers and Employees in various Government Departments, 1859.

Miscellaneous Records

Mackenzie Memoirs, 1800-1801.

Sir J. Malcolm's History of Malwa-Russian trade with North Western Countries of India, 1812.

Capture of Jewels and Treasures of Bharatpur, 1826.

Diary of Panta Massacre, 1763.

Expenditure on binding roads etc. in Herat, 1839-40.

Home Department

Public Branch

Erection of a mint at Calcutta with the aid of Siraj Ud-daulah, 1575.

Slave trade in Madagascar, 1760.

Establishment of Gold currency, 1766.

Accounts of the payment of Emperor Shah Alam, Mohamud Rica Khan, Jagut Seth etc., 1773.

Notes and Minutes on the Promotion of European Literature and Science by A. Ross, W. Mansion and H.T. Prince, 1835.

Minute by Auckland on Edcuation among the natives of India, 1839.

Introduction of Electric Telegraph, 1850.

Engineering College in Bengal, 1850.

First Railway Regulation in India, 1854.

Construction of Presidency College, 1856.

Geological Museum in Calcutta, 1856.

Ecclesiastical Branch

Division of Calcutta, 1825.

A Day of humiliation and prayer with regard to the Russian war, 1855.

Capture of Sebastapol and thanks-giving Ceremony, 1855.

Judicial Branch

Appointment of Indian Law Commission, 1835.

Free Press in India, 1835.

Creation of Legislative Department - 1835.

Establishment of a court at Calcutta and Madras, 1850.

Penal Settlement at Andamans, 1858.

Revenue Branch

Discovery of Tea plant in Assam, 1835.

Employment of Chinese Officials and Workers on Tea Plantations, 1835.

Introduction of Green Tea and Tea Dust Makers, 1836.

Cultivation of Tea in Madras, Nilgiris etc., 1836.

Cotton Civilization, 1839 - 48.

Silk Culture in Deccan, 1841.

Introduction of Mulbery from the Philippines, 1839.

Educational Branch

Establishment of Model School for Females by Eswar Chandra Vidyasagar, 1858.

Education of the Santhals, 1857 - 58.

Medical Branch

Acquisition of Hospital for the Insane, 1787.

Propaganda of vaccine inoculation by Gillman, 1807.

Training to veterinary students, 1821.

Recruitment of Government Doctors to Government Service, 1822.

Miscellaneous Records

Trial of Captain Francis Me Kenvy and Edward Nugent, 1779.

Register of ships built in India, 1823 - 1844.

Capture of Calcutta and Black Hole Tragedy, 1756.

Fort William College, 1801 - 1804.

Mineralogical Survey of the Himalayan mountain by Herberts and Manson.

Correspondence with Java, Amboyna, Malacca, NewSouth Wales etc. Indian immigration to Mauritius, 1834.

Finance Department

Salt Manufacture and its Revenue, 1795.

Imposition of Additional Duties at Calcutta Port, 1800.

Supply of Indian Coins to the Government of Isle France, 1811.

Alteration of the standard of the Calcutta Sicca Rupees, 1814.

Prohibition of Opium Trade at Goa, 1815.

Constitution of the Board of Customs, Salt and Opium, 1819.

Reduction of Duties on Cotton yarns Manufactures in India, 1880.

Encouraging Export by Sea and Merchandise, 1830.

Printing of Notes for the Tanjore Debt, 1835.

Formation of a General Account Department for India, 1857.

Export Duties on Rice raised to lower the price of the Article to Home Consumers, 1857.

Exemption of Export Duty for Sugar and Rum in India etc.

Military Department

Military Expedition to Egypt, 1810.

Operation against the Pindari chief, Shaikh Dullo, 1820.

Astronomical observations and Memoirs on Assam District by Captain J.Jotnes and J.W. Newjulle, 1827 - 29.

Exploration of Mines and other Resources in Assam 1839, Mine Survey, 1839.

Specimen of Himalayan Tribes, 1839.

Establishment of Surveyor General Office, 1840.

Inhapore Gunpowder works, Kheda Operations, 1850.

Progress Report of the Trigonometrical Survey of India, 1850.

Medal and Price Rolls, 1794 - 95.

History of Bengal Army, Development of Singapore as a Naval Centre, 1853.

Grand Trunk Road, 1852 - 54.

Streamer Service between Madras and Burma Topographical Reports on Military Stations in India etc., 1827 - 60.

Legislative Department

The Justice of Peace of the Town of Calcutta, 1794.

Boundaries of Calcutta, 1794.

Regulations for the sale of spirituous liquors at Calcutta, 1794.

Sale of Indian natives as slaves at St. Helena, List of Europeans in Calcutta, 1796.

Registration of Natives, 1776.

Women Convicts from Northwest Southwales, 1796.

Commission against Spaniards, 1796.

Construction of Roads, 1800.

Map of 24 Parganas. Control on natives movements and death sentence on over a sepoy.

Use of Khadar as Convicts' uniform and list of Barristers in the Supreme Court, 1826.

Missionary work at Santipore and 24 Parganas, 1826.

London Missionary Society's Work at Banares, 1826.

Boundaries of Calcutta, 1834.

Distribution of Work between the Government of India and the Government of Bengal, 1834.

Lord Macaulay, the first law Member, 1834 - 38.

Macaulay's Minutes and Resolution on Prison discipline, 1835.

Slavery in the East Indies, 1843.

Abolition of Slavery, Malabar Police, Local Public Corps in Malabar, 1854.

Raja Rajadrala Mitra's words Institution in Calcutta, 1854.

Public works Department

Hindustan and Tibet Road, 1850 - 1855.

Contract between the East India Company and East India Railway Company for the extension of the experimental Railway line to Delhi, 1854.

Persian Department

Persian Correspondence between the servants of the company and Indian Princes, the Shah of Persia, the chief of Kashgar and Pashas of Egypt, Jeddha and Baghdad, 1759 - 1859.

Dairy of the daily routine of Ranjit Singh, 1825.

Account of G.G. Durbar held at Delhi, 1832.

Correspondence between Delhi Mutineers and the Mughal Emperor, 1857.

List of the Chiefs of Hindustan, 1860.

Wills of Dahu Begum, 1810 and Begum Samru, 1831.

Post-Mutiny Records

Post-Mutiny records in the National Archives are in bulk and are in the printed form. The post-mutiny records available relate to:

1.	Agriculture	1860
2.	Agricultural Research (Indian council of)	1929
3.	Commerce	1860
4.	Communication	1860
5.	Defence	1860
6.	Education	1860
7.	External Affairs	1860
8.	Finance	1860
9.	Health	1860
10.	Indian Medical Service (Director General)	1894
11.	Home Affairs	1860
12.	Labour	1860
13.	Law	1860
14.	Mint Master, Calcutta	1892

15.	Railways	1863
16.	Revenue Central Board	1860
17.	Salt Commissioner's office	1921
18.	Survey of India (Diaries of Explorers)	1864
19.	Surveyor -General of India	1864

Maps

The records of the Survey of India (1777-1902) and its voluminous collection of more than 15000 printed and manuscript maps are in the custody of the National Archives of India.

Thus, the total holdings of the Public Records and maps cover 1,05,000 bound volumes and 53,81,200 loose documents (Kept in boxes and bundles), the whole covering over 140 million folios, 16,830 maps and thousands of authenticated copies of Bills passed by the various State legislatures and assented to by the President of India.

Private Papers

Primarily the National Archives is a Public Record office. The post-Independent era had witnessed a new development in the archival science. With the growth of awareness on the importance of archives the culture of preserving the Private records of historical importance emerged. The role of individuals in History was realized and hence the Private papers of considerable importance were recognized as primary sources and need to be deposited in the National Archives. To meet the need, the National Archives launched a programme of acquiring Private papers of eminent Indians mostly as donations. Forty-nine such collections were already made from the following personalities - Dadabhai Naoroji, Badruddin Tyabji, Pherozesha Mehta, Gopal Krishna Gokhale, G.S. Khaparde, V.S. Srinivasa Sastri, Maulana Abul Kalam Azad, Dr.Rajendra Prasad, M.R.Jeyakar and others. Papers of the popular scientist S.S. Bhatnagar and the best mathematician Ramanujam are available in the National Archives. Inayat Jung collection is another important one that comprises records of the Provincial Government of the Deccan under Aurangazeb and a few of his successors. A Historical

Documents Purchase Committee was constituted to facilitate the acquisition of Private papers from time to time.

Microfilms from Abroad

India was once a colony of Britain. Many other European countries also influenced the course of the History of India. Hence, many documents of Indian interests are found all over the world in general and in Europe in particular. Hence, acquiring the copies of these documents has to be done. For this purpose, in 1948 the National archives initiated a project for obtaining microfilm copies of documents of Indian interest from the repositories all over the world. The microfilm copies of the Private papers of the Secretary of State for India, Viceroys and senior public servants had been given by England. With the thorough co-operation rendered by the British Museum, the Public Record office, the India Office Library and Records, and University Libraries, the task of acquiring the microfilm copies of noteworthy records was accomplished. An on-going program is being launched with the India Office Library for the mutual exchange of microfilm copies to fill in the gaps in official records of both the repositories. Microfilm copies of documents were also collected also from many other countries such as Netherlands, France, the U.S.A., the U.S.S.R.,[now Russia]Denmark, Vatican, Australia and Brazil. This collection at present exceeds 2500 rolls of microfilms.

Library

The Department of archives also has a library. It accommodates rare publications and printed documents that date back to the 18th century. Those include the Calcutta Gazettes, Parliamentary papers from 1807, the celebrated Hakluyt series, the Bibliodheca Indica series, and the complete files of the earliest Persian and Urdu newspapers of the early 19th century. Publications in various languages procured from the British Government also are found there. Reports on native newspapers, Survey and Settlement Reports, a variety of official publications and Fort William College Collection are also housed there. At present, there are more than 1,90,000 volumes in the Library.

Regional Centres of National Archives

There are totally four regional offices in major cities. In November 1954 the first regional centre was started in Bhopal. It was created as a result of the offer made by the previous Bhopal government to denote all its historical records. The offer was then accepted and to take charge of those records, the Government of India sent a Keeper of Records with necessary staff to Bhopal. The records contain pre-mutiny, and mutiny papers, original, authentic copies of Laws written on parchment, the rules of Bhopal with seals, bundles of Persian records and books in different languages.

Panaji (Goa)

The regional centre at Panaji was started in 1965. It holds in it the Portuguese military records, village community books of Ponda, Books of Pemeum, Travel Registers etc. It functions as a perfect archival institution. It is open to the public access.

Jaipur (Rajasthan)

In order to deposit the non-current records of the government the third regional centre at Jaipur (Rajasthan) was started in 1977.

Pondicherry

The fourth regional centre was started in 1979. It holds in it the records pertaining to the French administration in Pondicherry.

Administration

There had been an increasing flow of records and documents in the National Archives. Those are to be properly checked and arranged as most of the records are in a disorderly condition. To keep them in proper shape for consultative purpose they were examined and rearranged according to the principle of provenance. The National Archives incorporated the isolated records and restored the broken records to their original order. For easy location and restoration the work of docketing, numbering, labeling and pagination was done. By the introduction of requisition slips and movement registers arrangements were thoroughly made to restore files taken from the parent body back to their proper place. The quantity of documents and volumes treated thus in the National Archives is more than eight million. The archival administration faces numerous

problems mainly on account of irregular and unsystematic retirement of records. For example, records from various departments are sent to the National Archives with indexes to record the series. But the records listed in the indexes are not actually transformed. Likewise, records of permanent value are mixed with those of an ephemeral nature. The archival legislation committee appointed by the Government of India in 1959 brought these problems to light. It gave systematic suggestion, for the retirement of records.

Record management

In 1962, the National Archives launched a pilot project of records management to guide the government agencies to relieve them of their burden of ephemeral records. It advocated appraisal methods for the identification of permanent records. It was highly welcomed by the creating agencies.

In 1972, the Government of India adopted an Archival Policy Resolution in order to streamline the heavy accumulation of records. This resolution suggested certain measures in respect of appraisal and retirement of records. The suggestions were as follows :-

1) Appointment of trained personnel to govern the departmental muniment rooms.
2) Improvement of the storage conditions.
3) Preparation of indices.
4) Revision of departmental manuals regarding record management; and
5) Improving the relation between the departmental Record and the National Archives of India.

Some States of the Indian Federation destroyed indiscriminately their records and they were condemned by the archivists and the Historians. The attention of the Government was drawn to prevent such recurrence in the future. In response, the Government of India set up a Record Management Committee in 1975 to protect records from being indiscriminately destroyed. The Committee reaffirmed the Archival Policy Resolution. It further added some more recommendations to add strength to the cause of record management. Those recommendations were :

(1) The Governments should give priority to the archival building in their construction programmes.

(2) The state Governments should create and maintain interim repositories.

(3) The Historical Records Commission should be consulted before the disposal or destruction of non-current records. These recommendations were implemented and thus the process of record management developed to a considerable extent.

Access to archives

Archives are not the advertisement models meant just for exhibitions, or attraction purpose. They are the symbol of National prestige, torchbearers of the dark past. Hence, their utility to the society and the Nation is felt when exploited properly. With the dawn of Independence, the people being the citizens of the biggest democracy of the world, strongly felt that the activities of the government should remain transparent. They also held good that access to the records of the government was their right. The Government of India responded positively. In 1954, rules governing the admittance to the archives were liberalized. In 1956, a more forward and significant step was taken. National archives threw open all records of more than 40 years old to the research scholars subjects to certain restrictions applicable only to classified records. Further records of 30 years old were made open for the perusal of researchers.

Certain reasonable restrictions and limitations are imposed by the archival administration. They are (1) records relating to sensitive zones and border areas are not open for access (2) regarding the Private papers and microfilm collections the archives adhere to the conditions imposed by donors and the original authorities (3) rules stipulating certain requirements for documents from the researchers are followed. In the case of Indian scholars bona fide certificates with appropriate letters of rcommendations are sought while in the case of foreigners a certificate for the prior clearance by the government of India is required. Scholars need not pay any fee. There is a well-equipped research room with a capacity to accommodate 45 persons. It is kept open from 9 A.M. to 8 P.M on all weekdays and from 9.30 A.M. to 4.30 P.M on holidays.

There is a lounge where the scholars can relax. A record of research work done so far is maintained under the title 'Bulletin of Research Thesis and Dissertations'. So far 8 bulletins have been issued.

With the liberalization of rules governing public access to records, the strength of researchers attending and enjoying the benefits of archives is increasing day by day. It attracts not only the Indians but also scholars from all over the world. The archives also help the researchers (who could not attend personally) through postal service. For such service a moderate fee is collected and the statistics reveal that there are more than 100 enquiries per year.

Reference Media

The National Archives of India has paid due attention to the preservation of aids to the materials in its custody. The following are the reference media prepared by the National archives

1) Index to the foreign and Political Department Volume I (1756-80) and volume II (1781-83)
2) Descriptive list of Secret Department Records (1776-80)
3) Cyclostyled descriptive lists (1781-95)
4) The catalogue of the Historical Maps of the Survey of India (1700-1900)
5) A Guide to the Records in the National Archives of India in 3 Parts
6) A descriptive list of Persian Correspondence (1801)
7) Descriptive list of Mutiny Papers in 4 volumes (in the Bhopal branch of the National Archives)

Along with these, descriptive docketing of the Inayat Jang Collections is being done. A comprehensive English Index to titles has been brought out. Cataloguing the seals in records is another programme followed.

National Register for Private Records

The Indian Historical Records Commission was instrumental in the preparation of register of Private and semi-public records. To guide the work, the government appointed the National Register Committee. The Committee recommended the creation of agencies

in the State to collect information for incorporation in the proposed National Register and a central agency to co-ordinate their efforts. Accordingly, 15 States and the Union Territory of Delhi formed agencies to the Central agency. Nine volumes of Registers have so far been brought out.

Publication programme

The National Archives has made a number of publication to its credit. Elaborate measures in this direction were taken when Dr. Sen served as the Keeper of Records. The important publications brought out by the National Archives are listed below

1) Indian Travels of Thevenot and Careri
2) Browne Correspondence
3) Selections from Educational Records, Volumes I,II & IV
4) Selections from Educational Records (1781-1859) in 2 volumes.
5) Fort William - India House Correspondence (1748-1800) in 21 Volumes.
6) Selection from Orme Manuscript
7) Punjab Akhbars (1839-40)
8) Elphinstone's Correspondence (1804-1808)
9) Ochterlony Papers (1818-25)
10) North-Western Frontier and British India (1839-42)
11) Indian Historical Records Commisssion : A Retrospect- In 45 Volumes.
12) Proceedings of the National Committee of Archivists in 45 Volumes.

The Indian Archives

One important regular publication is the Journal on Archival Science. It was first issued as a quarterly in 1947. Later it became a biannual publication. So far more than 40 issues have been published. Articles by eminent historians and archivists are published in the journal. It is the first of its kind in the whole of Asia. It deals with records management and its problems, preservation techniques, archives as source material, Photo-duplication and other related subjects. The journal has been referred in the latest edition of Encyclopedia Britannica as 'Post war- development of outstanding importance'. It serves as an effective forum for exchange of opinions,

ideas and experiences of the archivists and researchers. The authors of the articles selected for the journal are paid a token honorarium.

Freedom Project

National archives sponsored an ambitious publications project relating to India's struggle for freedom in the decade 1937-47. The Council of Historical Research had associated itself with this project. It shouldered the editorial and publication responsibilities while the task of selection of material from all over India was entrusted to the National Archives. The work is in progress. It is planned to bring out this publication in 10 volumes. It will definitely be a great contribution in the national interest.

Exhibitions

The National Archives of India realises the importance of creating awareness among the public on the archival wealth and its importance. To display its rare wealth it organizes a number of exhibitions both in India and abroad. Rare books, impressions of seals and copies of interesting documents in the archives are exhibited in London, Paris, Tokyo, Kabul and Cordoba. In commemoration of great personalities, it has arranged exhibitions in Delhi. The response to the exhibitions arranged in memory of Mahatma Gandhi, S.Ramanujam, Mirza Ghalib, Maulana Azad, Sardar Vallabai Patel and Amir Khusrau was really considarable. The displays arranged in connection with the 25th anniversary of Indian Independence (1973) won great acclaim and the public also applauded the inauguration of the South and West Asian Regional Branch of the International Council on Archives.

Archives Week Celebrations

Since 1978 the National Archives has developed an excellent culture of celebrating Archives Week every year. The object of this celebration is undoubtedly that of popularizing the concept of archives keeping and making the public to know about the constructive and positive performances of the National Archives. In connection with its first Archives Week Celebration (7th - 13th August 1978) it exhibited a collection of select material entitled 'Our Heritage'. In addition to the exhibition the Archives Week Celebrations include a number of programmes like T.V. and Radio broadcasts, Seminars, panel discussions, film shows, special

brochures, publication of Souvenirs, press interviews etc. It also arranges 'Open House' visits by which the public is provided a chance to get an idea about the repository, its contents and the techniques of conservation and reprography.

Conservation

The National Archives of India is the best in the whole of Asia not only in terms of its holdings but also in terms of its preservation techniques. Modern techniques are adopted to ensure longevity to the records.

The Hydraulic laminating press

The setting up of the Hydraulic laminating press marked the shift system from the conventional methods to the modern scientific process. It made possible a large-scale repair of the old and brittle documents. Every page is sealed with cellulose acetate foils using of heat and pressure. This process affords them immunity against deterioration. More than 16 lakh foils of old manuscript documents underwent this process and got strengthened.

Vacuum Fumigatorium

The documents are generally immune to moulds and insects. Negligence to protect the archival wealth at the proper time through proper means would result in an irreparable loss. The documents will be prey to the hungry pests, insects and the like. Hence, the National Archives installed a Vacuum Fumigatorium to provide safety and security to the records from the attacks of moulds and insects. This fumigatorium provides large-scale treatment of the records affected by attacks from moulds and insects. The Fumigation Chamber of the National Archives is capable of fumigating 300 cubic feet of records at a time.

Bindery section

There is a bindery section in the National Archives. This section is of great use in strengthening the brittle volumes. Great care is being taken in the selection of material to be used for binding.

Other preservative measures

The Ground floor stack area where the records are kept is air-conditioned. This arrangement ensures optimum conditions of conservation in the muniment rooms. Trained personnel are

appointed in the archives and this helps the preservation process more scientifically and technically. The air-cleaning unit keeps the records dust free. The windows are fitted with wire mesh and curtains in order to prevent the bird's invasion and the fall of direct sunlight on racks and shelves.

Research Laboratory

In the conservation process undertaken by the National Archives of India, the pivotal role being played by the Research Laboratory is worth mentioning. It was established in 1940. The materials used for repair and rehabilitation of records were tested there and then recommended. It does research on problems and challenges to the life of records. The major areas under its research are the effect of chemicals of various nature, the impact of climate on the life of records, methods of killing the invaders of manuscripts such as white ants and insects, repair of palm leaf manuscripts etc. The scientists working in this laboratory are deputed to visit leading laboratories all over the world to enrich their knowledge, with modern techniques and developments. The Research laboratory has made certain outstanding achievements in the field of methods of preservation of records. They are as follows:

1. Development of a special process of manual lamination. According to this process, tissue paper is being fixed on manuscripts by means of cellulose acetate foils dissolved in acetone. This process is less expensive and handy. This method of treating the records is more suitable for small collections. It is now widely practiced in and off the shores of India.
2. New method of repairing palm leaf and birch bark manuscripts.
3. In collaboration with the International centre for the study of the preservation of cultural properties (Rome), and the International Councils on Museums, it conducts research on the effect of commercial insecticides on writing material.
4. Investigations on deacidification of documents written in water-soluble inks, use of naphthalene vapour for fumigation of diseased manuscripts. Fibril analysis of clay-coated proto paper

of the sixth century A.D. (discovered in Gilgit) and the method of its rehabilitation, preservation of pencil-writing, efficacy of sodium benzoate as a leather-preservative and the use of carboxyl methylcellulose as paste for repairing documents are successfully carried.

5. It also succeeded in evolving and recommending standard procedures for processing and storage of microfilms, and selecting good permanent ink, durable paper, binding material and other items connected with manuscript conservation and documentation.

Reprography

Reprography is related to the reproduction of records in various forms such as microfilms, reprint, typescript copy, Xerox, photo duplication and so on. During the post- Second World War period photo-duplication activities were introduced in the National Archives. Many microfilm cameras were installed in a microfilm Laboratory in 1950. They help the researchers by saving their time and labour. They can get any number of copies. It also helps the process of preserving the brittle and decayed records by reproducing them by microfilming or Xeroxing. The National Archives also possesses a mobile microfilm unit. This unit is of great use to the regional and State archives. This unit is beneficial to microfilming valuable and rich material, which cannot be physically brought to the archives.

Technical counselling

With a big brother- attitude the National Archives has been rendering service in the form of technical assistance and counselling to the State Archives since 1924 . In 1924 a Maulvi and an expert mender were sent to Jaipur State to take care of the records stored there. After Independence, there has been a greater awareness on archival science. Many States of India have paid more attention towards equipping their archival institution with aids and guides. Hence, the services and guidance of the National Archives are warranted. The National Archives proved itself ever ready to meet the needs of the needy archives. Reprographic assistance on a

large scale was given to 'The Gandhi Smarak Nidhi', the Rajasthan State Archives and 'Raza Library', Rampur. Asian and African countries also have availed the assistance and services of our National Archives. An on the spot advice also is given to various archives of India. The regional and State Archives are aided whenever they install new equipment- for preservation. A collection of basic information relating to the preservation techniques is brought out under the title 'Repair and Preservation of Records' in both English and Hindi and is distributed free of cost.

The advisory services of the National Archives are not limited to that of conservation and reprography alone. It guides the other repository of records in matters of record management also. The Curator of National Archives goes on a visit once in three years to the State Archives and provides advice and guidance required for the proper maintenance and management of records. In order to help the State Archives to make an appraisal of unwanted records, National Archives initiated a project in 1962. The Government of Kerala, Andaman and Niccobar, Manipur, the Keladi Temple museum and Research bureau availed the services of National Archives to a considerable extent.

Consultancy Services

The reputation of the National Archives of India is well-established. The services and advice are sought by many countries and are aptly responded to. The experts in the National Archives have rendered consultancy services to the governments of Singapore, Nepal, Saudi Arabia, Kenya, Senegal and Italy. Their valuable services are widely recognized and some of them have served in the various committees of the International council on archives and the UNESCO. The Research Laboratory has rendered technical advice to the repositories in Fiji, Malaysia, Nigeria, Sri Lanka, Japan, Bulgaria, Kansas and New Zealand.

Institute of Archival Training

For the first time, in 1942 the Imperial Record Department introduced a regular system of training in archives. The duration of the course was 2 years. The subjects of study pertained to those of

indexing, calendaring, preservation, historical research and Library science. It was designed as a diploma course. Short-term training programmes were also launched. In 1946 the syllabus of the diploma course was changed. The New syllabus laid stress on practical archival work. The duration of the course was reduced from 2 years to one year. The Archival Policy Resolution of the Government of India (1972) resulted in the increased need of trained personel to the archives. Hence, the short-term courses were introduced. At present the National Archives conduct eight-week course in Record Management and a six-week course in preservation and repair. The diploma course is also conducted regularly. In order to conduct all these training courses, the Institute of archival training was set up is a separate building in December 1976.

The admission to the diploma course is open to post-graduates with at least one paper in Modern Indian History. Stipends are given to two best trainees. The candidates who are sponsored by the state Governments are also admitted to this course. The institute attracts trainees from abroad also. Those who got trained in this institute are now in service in many leading archives of many countries such as Afghanistan, Burma, Nepal, Sri Lanka, Malaysia, Philippines, Singapore, Kenya, Nigeria and the United Nations and its agencies.

The curriculum of the Diploma Course consists of archivology, record management, research methodology, editing and publication of records, archival developments in India and abroad, international co-operation in the field of archives, conservation and reprography. Practical work also forms a part of the curriculum.

A Correspondence course in Archives Keeping to impart archival knowledge to those who can not attend the rugular course was started in the year 1978.

The National Archive of India is ably assisted by some organizations in the proper performance of its meritorious functions. The satellite bodies of National archives are the Indian Historical Records Commission, and the Committee of Archivists. The international bodies such as International council on Archives and

SWARBICA are the other bodies with which National archives associates itself as member performing certain activities. Its role in the international organizations receives wider appreciation.

Indian Historical Records Commission

Indian Historical Records Commission is an advisory body constituted by the Government of India in 1919. Its primary function was to advise the Union Government, Provincial Governments and the Princely States on technical matters relating to archives keeping. Its constitution was revised in 1941. Under the new Constitution it was made an open association in which representatives of both academic and archival interest were admitted. It involved itself in the project of reorganising the public archives on scientific lines. After Independence its functions got widened. It rose up as a body championing the cause of those interested in the archives keeping. Its constitution was again revised in 1974. Under the revised constitution membership was open to public and private record creators, academicians, archivists and users.

The Indian Historical Records Commission has succeeded in bringing out certain useful publications. It also sponsored a training programme for professional archivists on modern scientific methods of preservation of Records etc. It arranged many academic sessions in which papers related to archival management were presented. Those papers proved beneficial that it threw light on many aspects of archival science. By 1950 the grave need for archival legislation was felt. The Commission reiterated its demand towards archival legislation. The Commission's efforts proved fruitful when in 1959 the Government of India appointed a committee of experts under the chairmanship of Dr. Tara Chand. The Committee explored the possibility of initiating comprehensive legislation for both central and State Archives and for bringing co-ordination between them. After a careful study of the archival problems the Committee submitted its report in 1960. After a period of twelve years the Government of India adopted the "Archival policy Resolution" in 1972. Some States proceeded towards an indiscriminate destruction of records. Greatly alarmed by such trend the commission drew the attention of the

Government of India to stop such destruction of records. The work done by this Commission in this direction is commendable. It also performed a noble service to the Nation by preventing the export of records.

This commission co-ordinates the efforts of Universities, libraries, museums, regional archives and other institutions of archival interest such as Regional Records Survey committee and learned societies.

National Committee of archivists

It is a consultative body formed in 1953. It is composed of the heads of the central and all organized State archival agencies. Its primary function was to identify the common technical problems associated with the archival management and to find possible solutions to them. It meets annually. It also tries to bring forth an uniform system of archival management through out India.

National Guide Committee

In 1980, the Government of India established the National Guide Committee. Its tenure was fixed as 5 Years. Its primary function was to implement the project 'Guide to the sources of Asian History'.

International Council on Archives

It is a world body in which the National Archives of India is a member and co-operates with the world body in its professional programmes. The International Council performs its functions by dividing itself into a number of committees. Officials of National Archives are serving as members of these committees.

SWARBICA

On the initiative of India a branch of the International Council on archives for South and West Region was established in 1976. India, Iran, Afghanistan, Pakistan, Nepal, Bangladesh and Sri Lanka are the seven member countries. Its secretariat is located in the National Archives of India. It brings out an annual journal highlighting archival issues.

Under cultural exchange programme the archivists of India are sent on regular visit to many countries. Archivists from Russia, Germany, Hungary visit India and thus the scientific developments and new modern techniques relating to record management are mutually exchanged.

The National Archives of India is an embodiment of our Nation's heritage. During the post-Independent era it has developed into a well-organized archival institution. It holds plenty of documents acquired from in and off the shores of India. A system of scientific arrangement of records is followed. A well designed and a well-furnished archivel building is a blessing to the National Archives. It has evolved and adopted more advanced techniques for the preservation and rehabilitation of records. It has few satellite bodies like Indian Historical Records Commission. It has widely expanded its scope with the increase in the flow of records. It has associated its works with some other indigenous and foreign institutions relating to archival establishments. It acts as an advisory body. It renders valuable service to many regional archives. It sets a sound model to be followed by State level archives. For its efficient functioning the co-operation of the government, the users, the academicians and intellectuals is a grave necessity. The great awareness about the value of archives among the public is a good sign in its march towards excellence.

B. Muthumanathan

CHAPTER 8

TAMILNADU ARCHIVES

The State of Tamilnadu occupies an important place in the History of India. Its contributions in various spheres from the ancient period till date add glory to it. The practice of keeping records though was in prevalence even under Cholas in Tamilnadu assumed a scientific temper during the rule of British East India Company. Lord William Bentinck the ~~then~~ Governor of Madras Presidency in 1805 took the initial measures towards the creation of a record office. It witnessed a gradual development in the years that followed. The transfer of Indian administration from the Company to the Crown brought in its wake positive developments in various fields including the archival administration. Archival establishment, its functions, and utility underwent admirable changes under the British rule. During the post-Independent era the State Archives are given due consideration. They are provided with technical assistance and guidance. The government of India is taking greater care towards the proper maintenance of archival wealth. The greater awareness on archives among the public in general and educationalists in particular further strengthened the cause of archives. The Tamilnadu Archives being the earliest State Archives of Indian Federation holds good in many aspects. It is rich in its holdings. It is provided with modern equipments. It performs many useful functions like preservation, assistance to the researchers, publication etc. The historical writing on modern history is impossible without the aid of Archives. For the writing on regional and local histories the State Archives render immeasurable service. The Tamilnadu Archives is one of the leading State Archives of India.

Origin

1806 A.D. is a marking year as far as the history of Tamilnadu Archives is concerned. It was in 1806 the Madras Record office was established. William Bentinck, the then Governor of Madras took necessary steps to pool the records of various departments. The most recent records were separated from the old ones and were placed under the charge of a special establishment with its office on the north side of the Fort Square. Muthiah, a native of India was

appointed as the Record Keeper. In 1823, the records were shifted to the rooms on the first floor of the Secretariat. In 1837 and in 1858 attempts were made by George Garrow and W.Huadlestone respectively on the request of the Government to sort out unimportant records. But the efforts of both of them ended abortive. In 1860, the Government of the Madras Presidency appointed Talboys Wheeler to sort and classify the records in Fort St. George from 1670 to 1854. After a thorough examination of all the records he classified them on the basis of their nature and format. He brought out two publications namely 'Madras in olden times' (in three volumes) and Early History of British India - A History of English settlement in India as told in the Government records. Thus the record administration continued to function as a section of the Secretariat in Madras. It was placed under the charge of an officer who was designated differently at different periods. He was designated as Record Keeper and some times as Superintendent of the Central Record Department.

With the dawn of the twentieth century an increasing appreciation of archives was widely felt. The public records were accumulated in reasonable quantity. It drew the attention of the government towards setting up an independent Record Department.

Structure

The record office is considerably big with parallel wings running at right angles to the main trunk. There are totally thirteen blocks. Out of them twelve are utilized for stacks and one for administrative purpose. The floor area is about 62,650 cubic feet. The stack area is fitted with steel shelves and gangways. There is plenty of open area around the building, which provides scope for the expansion of building in future. The building is equipped with fire fighting arrangements.

Officers of Tamilnadu Archives

C.M. Schumidt (1909-1911)

He was the first officer-in-charge of the Madras Record office. Being the Registrar of the Chief Secretariat he was entrusted with the additional duty as officer-in-charge of Record office. Whole time officer to administer the Madras Record office was felt necessary

by the workers and the administrators. The matter was discussed in the Legislative Assembly and a positive recommendation in this direction was sent to the Secretary of State of India. Since 1911 the Madras Record office was placed under the charge of a whole time officer.

H.Dodwell (1911-1924)

The whole time officer appointed to the Madras Record office was designated as Curator. He was expected to perform some special duties along with the official routine work. Being an authority in Indian History, Dodwell's service as the Curator is remarkable. The major works expected by the government to be done by the Curator were as follows: - (1) arranging and cataloguing the papers and records periodically. (2) Examining the condition of the old records and sending them whenever reprint is felt necessary (3) Preparing press lists of the records (4) preparing a report on the model of Talboys Wheeler's 'Handbook to the Madras Records' and a thorough study of the condition and nature of records and (5) going on visits to the government departments and giving suggestions and instructions for proper arrangement and preservation of records before their retirement to the archives.

Dodwell's service as the Curator of the Madras Record office was commendable. He was a true lover of records. He paid due attention for the proper preservation of records. In the process of preservation he introduced a new system called 'mending' in the year 1913. In 1920 he himself went to Imperial Record office, Calcutta to learn new techniques of mending the records. He represented the Tamilnadu Archives to the First Indian Historical Records Commission in 1919. The Commission recommended his name to be deputed to assist government of Burma in matters of archival establishment. Accordingly he was sent to Burma and by his meritorious services he was greatly admired and applauded by the Lieutenant Governor of Burma.

During his tenure as Curator many publications were made. They are: (1) Calendar of Madras Records (1740-44). It was published in 1717 (2) Calendar of Madras Dispatches (1744-1755).

It was also known as "Dispatches to and from England " and was published in 1920. During his period the following items were printed as the originals proved weak and brittle.

	Items	Date of publication
1.	Dispatches from England from the year 1670	1911
2.	Sundry Books (from the year 1680)	1913
3.	Minutes of Proceedings in the Mysore Court of Madras Patnam (June to December 1689 and July 1716 to March 1719)	1915
4.	Contents of the old books in the Tamilnadu Archives	1915
5.	Letter to Fort St.George (from the year 1679)	1915
6.	Letter to Fort St. George (from the year 1681)	1916
7.	Public Consultations (Letters from St. David 1740-1741)	1916
8.	Masulipatnam Consultations Book -1682 83.	1916

Dodwell had to his credit certain valuable library contributions also. Being an eminent Historian he was desired to write books on historical study and value but the government did not permit him. In 1920 he published an article in the Mail Newspaper entitled 'The withdrawal of East India Company from Indian Trade'. This article received greater appreciation. In 1922 he wrote an article entitled 'The Madras Weavers under the Company'. It was published in the proceedings of the Historical Records Commission. He also edited the fourth to twelfth volumes of the Diary of Ananda Rangam Pillai. By making use of the records of Tamilnadu Archives he wrote his famous book 'Duplex and Clive - The beginning of Empire'. His other books are ' A sketch History of India 1858-1918'. 'The Nababs of Madras', and 'Muhammed Ali, the founder of Modern Egypt'.

J.J.Colton (1926-27)

Between 1924 and 1926 there was a great vacuum as far as the administrative chief of Madras Record office was concerned. The duty was assigned as an additional duty to the collector of Madras. In 1925 an Indian by name Sekhara Menon was appointed as a full time Curator. J.J. Colton followed him in 1926.

J.J.Colton was appointed both as an editor and Curator of Madras Record office. Under him the revision and supplements to the Gazetters had been made. He tried to introduce new scientific instruments for the preservation and proper supply of information for historical research.

He also made certain literary contributions. His primary interest was on inscriptions and architecture. He brought out the book by name 'List of inscriptions on Tombs and Monuments in Madras'.

A.V.Venkatarama Ayyar (1927-1930)

Under him new methods in binding and mending of records were introduced. An additional block was constructed in 1929 to accommodate more records.

G.T. Boag (1930-31)

George Townshend Boag was a true servant of the British Government. He wrote a book entitled "The Madras Presidency 1881-1931". It furnishes many information on the activities of the Madras Presidency.

Macqueen (1930-35)

With the appointment of Macqueen as the Curator of the Madras Record office a new era in its history had been ushered in. He gave a new life to the archival activities. Arranging indexing and cataloguing of records were undertaken. Under him all collectorate records from 1836 to 1857 were transferred to the Tamilnadu Archives. He also succeeded in acquiring 121 volumes of Dutch records,Court records, Church records and some few Private papers.

Under him fire extinguishers were installed in the Madras Record Room office. He often visited, guided and instructed the collectorate record offices on the proper preservative methods. He introduced the system of providing training to the newly appointed staff of archives.

He has to his credit the publication of the "Guide to the Records of the districts" covering a long period from the beginning to the end of 1835. He also prepared a report by name "Guide to

the Records preserved in the Madras Record office". The content of the Madras Record office is clearly stated there. Under him there was a growth of historical research in Tamilnadu.

Dr. B.S. Baliga (1934-1958)

Bontual Surendranath Baliga was an eminent scholar and administrator. He was a worthy student of his worthy master Dodwell. Before joining duty as the Curator he underwent a training course in England.

He paid due attention on the acquisition and preservation of records. He acquired district records from Salem, Malabar, North Arcot and Chittor. He also procured the Tanjore Raja records. He took preservative measures in defense of the records housed in the Madras Record office. He actively participated in the activities of the Indian Historical Records commission. He suggested the introduction of vacuum fumigation for preserving the records from insects. Under him the records were assessed and the unwanted records were identified carefully and kept aside. During the course of weeding work some valuable records were also discovered. At the time of the Second World War, Air Raid Precautionary (ARP) measures were taken. The war atmosphere necessitated the shifting of records from Madras to a safer place. Hence, in the first quarter of 1942, records were transferred to Chittoor district. For the careful shifting of records done by him he was honoured by the then Viceroy of India, Lord Linlithgow with the title Rao Bahadur. The records were transferred back to Madras in 1950. He rendered a valuable service to the researchers as a guide.

Baliga contributed informative articles of historical interest to the proceedings of the Indian Historical Records Commission. He prepared a library catalogue. He assigned separate code letters to different items like books, reports, annals etc.

Other officials

S. Chidambaram, S. Singarajan, Badrianth, Venkatachalam. S. Rengasamy, V. Chandraleka, G.K. Gariyali, were the other notable figures. During the period of these officials new scientific apparatus was installed. The building was airconditioned. It developed as a model archive. Yet there was the allegation that administrators who

were not wanted in others areas were required to do what was academic.

Functions

1. Acquisition

The Tamilnadu Archives acquired the records of various departments of the Secretariat, Pre-mutiny records, District records, Private records etc. The records in it date back to 1670 A.D. There are also Dutch records of the Sixteenth century and Danish records of the seventeenth and the eighteenth centuries. Tanjore Raja Records (1738-83), Church records (1739-1882) and historical maps and plans were also collected. There are nearly 48,85,731 files; 7,47,431 volumes and 2,163 bundles. The Electoral rolls from the third general election (1962) are also kept there.

2. Conservation

The preservation division of the Tamilnadu Archives consists of preservation clerks and binders who are generally skilled menders. The brittle records are being repaired with "chiffon" - a silk gauze and hand- made paper. They are then properly stitched and bound.

To give a new lease of life to the fragile and brittle papers they are laminated with cellulose acetate foil and tissue paper. The papers once laminated stand for a century and can be relaminated.

Some acids, cause damage to the papers. To ensure longevity, the acids should be completely removed. Hence, before giving mending and lamination treatment to them they are deacidified.

There is a Vacuum fumigation chamber in the Tamilnadu Archives. The records are fumigated there by using toxide gas. This is the best and cent percent guaranteed process in exterminating insects, mildew etc. The other advantage of this process of treatment is that it will not cause any damage to the records. Fumigation in small wooden cabinets with para-di-chlore benzene is also done. Naphthalene bricks are also kept on record shelves to check the invasion of insects.

Since 1982, a microfilm unit is functioning. Microfilming of records saves space and ensures authenticity of the original

documents. Microfilming process is followed so as to save the old records from being rough or mishandled by the researchers. Copies can be taken and may be substituted for research and reference purposes.

To assist the scholars working in the archives, a Minolta plain paper copier is installed. A clear view Microfilm reader, printer, and a copy Master and 16/35 mm microfilm duplicator are also available. For the purpose of reprinting old and select documents for publication, an electronic stencil-cutting machine with an electrically operated duplicator has been installed in the archives.

3. Research Assistance

Archives provide primary sources for the writing of history. They are essential places for historical research. They attract the scholars from all over India and abroad with their rich collections of the past. They bear the torch of our heritage. The strength of scholars entering the portals with thirst for knowing the past increases day by day.

From the year 1930, the archives have been open for the researchers. Records of 30 years old are kept there for research. There is a set of rules governing access to the records. The archives hold reference media to aid the researchers, in the form of press-lists, calendars, catalogues, indexes and guides. The Research Hall is well- furnished and air-conditioned. It is kept open between 8.00 A.M and 8.00 P.M every day, except on holidays. The total holidays do not exceed 15 days per year. The scholars should pay an enrolment fee of Rs.100 and a caution deposit in the Postal Savings Bank in their own name. This caution deposit is refundable on the production of a copy of their research work in the archives.

4. Reference Media

Strersham Master used alphabets to index the records. But these proved bad. At present indexes are printed.

Press lists are very much helpful. In press lists, all papers are chronologically arranged and hence it facilitates the identification of the required meterial.

Guides are prepared to facilitate easy reference of district records down to 1935.

The Tamilnadu State Archives compiled calendars for ecclesiastical Department (1818-1854), Marine Department (1833-1854), Mayor's Court (1689-1798), Surgeon's General (1789-1858) and Mint (1744-1876).

These above mentioned reference media help the quick disposal of the required records both for administrative and research purposes. It also helps the researchers to quickly locate the whereabouts of the needy records. Without these reference media it would be tiresome to work in archives.

5. Publication

In 1936, "A Guide to Records preserved in the Madras Record Office" was published. Ananda Rangam Pillai Diary was also printed and published in 12 volumes, and 419 volumes of records in extenso have been issued. "Select Documents" on different topics of interest to the users of archives are also published. So far nine such documents are published.

Avana Amudham

The Tamilnadu archives have been publishing a quarterly journal called "Avana Amudham" Since October 1986. It gets a very good response from the readers. It carries articles and essays of research value.

6. Training

In order to impart scientific knowledge about archival management the Tamilnadu archives have been conducting training courses to the staff-in-charge of the Record rooms in Government offices since 1981. The training period is thirty days. Fifteen days are meant for theory classes and other fifteen for practical training in the art of binding and mending. This training is given also to those deputed by private concerns of public-sector undertakings. They should pay a course fee of Rs. 500 per head. At the end of the course, the trainees are provided with a course certificate.

7. Interim Repository

Ever since the inception of the Tamilnadu Archives along with non-current records (record of more than thirty years old) current and semi-current records are also received and kept. To house the

semi-current records an interim repository was established in 1987. The main functions of this interim repository are - (1) to supply records to the departments of the Secretariat on requisition (2) to centralize the records received from the Secretariat (3) accessing of records (4) appraisal of records before transferring them to the archives and (5) retrieval of records from the Secretariat. The archives are placed under the control of the Commissioner of Archives and Historical Research.

Membership of archival organization

The Tamilnadu Archives is an institutional member of the Association of Indian Archivists, the British Records Association and the International Council on Archives, Paris. The Commissioner of Tamilnadu Archives and Historical Research represents the State government in the Indian Historical Records Commission and the Deputy Commissioner represents the State government in the National Committee of Archivists.

District Record Centres

In order to centralize and preserve the records of permanent value, which are scattered in various government offices of the districts, District Record Centres have been organized in recent years at Madurai, Coimbatore, South Arcot, Trichy, Tanjore, Madras and Salem. The non-current records are kept there.

Gazetteers

An editorial wing, comprising of an editor and assistant editors, writes gazetteers. They are supervised and guided by the Commissioner of Archives. The Gazetteers serve as guidebooks, reference books, and textbooks to the administrators, scholars, pupils respectively. Pictures of Tanjore, Madurai, South Arcot, Coimbatore, Old Ramanathapuram, Pudukkottai, Dharmapuri, Kanyakumari and Nilgiris have been published.

Tamilnadu Council of Historical Research

This Council offers fellowships every year to those who possess ability, interest and competence to write on South Indian History. The Education Minister is its Chairman. The Commissioner of Archives and Historical Research is its Member- Secretary. The Secretary to Government, Education Department, is an official

member. Three more non-official members are also there. The Government of Tamilnadu nominates them from among the reputed historians and scholars. So far the Council has granted 19 fellowships.

Regional Committee

To undertake a survey of historical records scattered in different places under individual custody the Government of Tamilnadu constituted four regional committees. They furnish particulars about the presence of such records in Private custody in Tamilnadu to the National Archives of India. Such information is incorporated in the National Register of Private Records, which is being periodically revised and published. The Commissioner of Archives and Historical Research is the Chairman of all these four Committees.

Library

The Tamilnadu Archives has a big library in which more than 6.5 lakhs of books and periodicals in English, Tamil and South Indian languages are found. The Government publications are kept there. Thousands of valuable, out of print books are available. The government offices should weed out records and books only after obtaining a no- objection certificate from the Commissioner of Archives and Historical Research. This provides an opportunity to collect all the non-available books from the government offices. All the government offices are instructed by the Press and Registration Act of 1967 to send a copy of new publications to the archives for preservation. This has resulted in the continuous flow of books to this library. This library acts as a reference library and hence no book is issued and is allowed to be taken out. This prevents the possibilities for loss of books.

A team of 15 technical staff administers the library. Proper care is being given to provide longevity of life to the books. Modern apparatus like vacuum cleaners are used to keep the books, shelves and space dust- free. Strict silence is observed. The books are issued to the scholars and the administrators only for reference. The books are also used by the editorial wing of the Gazettes for the preparation of Gazetteers

Holdings

The Tamil Nadu Archives being the earliest State archives holds vast archival wealth. Their holdings cover a self-space of 47332 running feet. They hold current, semi-current and non-current records. Those records are in various languages. The earliest record dates back to 1636 A.D. But the British records date back to 1670 A.D. The Tamilnadu archives also hold many secret and confidential records under lock and key.

Few significant Documents in Tamilnadu Archives

1. Encouragement to the inhabitants to plant gardens in order to reduce the dust. There were no lamps in the streets. Inspite of all evils, the difficulties, in the way of raising a voluntary assessment were too great to be overcome.

   [Public Sundry. Volume No. 16 (1770 - 1771)].

2. Conditions of the Police and other Municipal Departments in the nineteenth Century. In the year 1800, the police were under the control of a hereditary Poligar, the Pedda Naik, the descendent of a village watchman who guarded the place in those days when Madras was a tiny village.

   [Sundry-Judicial Volume M.R.O.7410, 7412, 7414 to 7422 (11 volumes)].

3. 1838 and 1839, it was about the papers on the introduction of tea in Madras. By the importation of Chinese tea, the Assam tea industry was placed on a secure basis.The Government resolved to plant gardens at Nilgris.

1. Public Consultations, dated 27th March 1838
2. Public Consultations, dated 19th April 1838
3. Public Consultations, dated 26th February 1839
4. Public Consultations, dated 18th June 1839

   Accounts of the cost of the lighthouse built in 1796. This light was supposed to be visible seventeen miles from a ship's deck and for nearly 26 miles from the mat - head.

   [Public Sundry Vol. No.63 (1796-1798)].

5. Slave Trade - A number of children had been discovered in the possession of certain individuals, who it was believed intended to remove them as slaves from the country. The Government had directed the Collector to ascertain whether they could be received into any institution until they were old enough to earn their own subsistence.
   1. Diary to Marine Consultations dated 15th December 1840 Vol. 4.
   2. Marine Consultations, dated 14th October 1840, No.13 and 14.

6. Salem Steel was exported to Great Britain

   (Public Consultations, dated 2nd March 1804, 20th April 1804 pp.2359, 9th December 1808, 27th January and 14th April 1809)

7. This document contains an office order letter, which speaks about the assessment of the Madras Government on the effect of the Jawaharlal Nehru's visit to the Presidency, on the Secretary, Home Department Government of India. It is important because Nehru came as the Congress President. His visit was also a part of his election tour before the elections to the Provincial Assemblies in 1936, after which the Congress took office under the Premiership of C.Rajagopalachari.

   [(Under Secretary safe file No.981, dated 10th January 1937) pages 191-199 (Secret)].

8. This G.O.related to a summary of an article published in the 'Desabhaktan' of the 7th and 8th entitled "The story of peacock". This story is an allegory, the peacock there in apparently standing for the British, the rock-snake for Germany, the mother for India, her sons for Indians, the eldest son for Tilak and the split among the sons for that among the Indians. The allegory concludes with the Statement that the sons join together and take away the feathers of the peacock by force and help their mother to revive by using a fan made thereof and they live together happily. The translation was called for a detailed enquiry if the matter was one that of a controversial nature.

   [G.O. No.100, Public (Confidential), dated 3rd March 1919].

9. The Dravida Mahajan Sangam requested to change the caste name's from Panchamas or Paraiyar to "Adi Dravida" in Tamil and "Adi Andhra" in Telugu Districts as some of the graduates of recognized Universities were afraid of calling themselves as Panchamas or Paraiyars.

   Accordingly the Government accepted the request of the Dravida Mahajana Sangam and ordered to adopt the words Adi Dravida, and Adi Andhra in all official documents respectively.

   (G.O.No.817, Law (General), dated 25th March 1922)

10. This G.O. considers the representations of Thiru C.Rajagopalachari's original manuscript letter complaining that the cell in which he was lodged was unfit for sleeping and devoid of exercises of prisoners, (Rajaji was a prisoner in Trichnopoly Jail for participation in the Salt Satyagraha)..

    (G.O.No. 2617, Law (General), dated 24th June 1930.)

Holdings of Tamilnadu Archives

Secretariat Records

Stack No. 1	From	To
Petition Department	1857	1882
Military Department	1857	1895
Petition (Endt.) Department	1876	1885
Political Department	1857	1936
Ecclesiastical Department	1857	1936
Medical Department	1916	1920
Home (Miscellaneous) Department	1916	1921
Revenue (Special War) Department	1919	1920
Public (R.D.P.) Department	1957	1959
Rural Development and Local Administration Department	1659	1960
Public Department	1857	1956

Education Department	1861	1956
Public Health Department	1921	1956
Tamil Nadu Government Gazette	1832	1991
Government of India Gazette		

Interim Repository

Stack No. 2

1. Public Department	1957	1987
2. Education Department	1957	1986
3. Health and Family welfare Department	1957	1987
4. Personnel and Administrative Reforms Department	1976	1987
5. Information and Tourism and Tamil Culture Department	1982	1987
6. Information and Tourism Department	1983	1987
7. Education, Science and Technology Department	1985	1986
8. Indian Medicine and Homeopathy Department	1984	1987
9. Tamil Development Culture Department	1984	1987
10. Home Department	1957	1986
11. Social Welfare Department	1968	1987
12. Transport Department	1971	1987
13. Finance Department	1957	1986
14. Institution Finance Department	1983	1986
15. Prohibition and Excise Department	1971	1977
16. Planning and Development Department	1981	1987
17. Home Passport Department	1957	1971
18. Law Department	1957	1987
19. Handloom, Handicrafts, textiles and Khadi Department	1985	1986
20. Labour and Employment Department	1969	1987
21. Employment Service Department	1983	1987

22. Industries Labour and Co-operation Department	1957	1965
23. Industries Labour and Housing Department	1966	1969
24. Industries Department	1969	1987
25. Co-operation Department	1969	1987
26. Labour Department	1969	1987
(Housing subject also dealt with in Labour Department from 1969 to 1972)		
27. Housing and Urban Development Department	1972	1987
28. Commercial Taxes and Religious Endowment Department	1974	1987
29. Forest and Fisheries Department	1973	1987
30. Environment and Control Department	1984	1986
31. Food and Agricultural Department	1957	1965
32. Agriculture Department	1966	1987
33. Food Department	1966	1987
34. Food and Consumer Protection	1983	1986
35. Revenue Department	1957	1986
36. Public Works Department	1957	1987
37. Local Administration Department	1957	1960
38. Rural Development and Local Administration Department	1960	1984
39. Rural Development Department	1984	1987
40. Municipal Administration and Water Supply Department	1984	1987

Stack No. 3

Finance Department	1857	1956
Finance Pension Department	1857	1942
Finance Code Department	1926	1927
Finance Book Branch	1901	1906

Judicial Department	1857	1922
Judicial (Police) Department	1923	1925
Law General Department	1921	1936
Home Department	1936	1956
Home Passport Department	1946	1956
Legislative Department	1862	1936
Legal Department	1936	1953
Law Department	1953	1956
Legislative Council (President's Orders)	1921	1936

Stack No. 4

Revenue Department	1857	1959
Food and Agriculture Department	1946	1956
Food and Agriculture (Food Production) Department	1950	1956
Development Department	1921	1953
Industries, Labour and Co-operation Department	1953	1956
Industries, Labour and Co-operation (special) Department	1956	1960
Law Registration Department	1921	1936
Separate Revenue Department	1915	1925
Revenue Special Department	1918	1920
Routine Revenue (R.R.) Department	1949	1950
Firka Development Department	1947	1950
Rural Welfare Department	1950	1952

Stack No. 5

Almanac	1800	1935
Army and Civil Lists	1804	1962
Census	1871	1981
Periodicals	1831	1991
Press Lists	1670	1800

Calendar of Madras Despatches	1744	1765
Parliamentary Debates (Commons)	1917	1958
Parliamentary Debates (Lords)	1937	1958
Parliamentary Debates (Lok Sabha)	1951	1958
Constituent Assembly Debates	1946	1950
Madras Legislative Assembly Debates	1921	1990
Madras Legislative Council Debates	1921	1984
Registrar of Books	1867	1989

List of some of the old and Rare Books available in the Library:

Some years Travels into Africa and Asia, London, 1938-by Theo Herbert.

Open on Dergang Van Coramandel 1693-by Daniel Havart.

A New Account of East Indies and Persia, London, 1698-by Johan Ferver

A new Account of the East Indies, Edinburg, Volume I, 1927, by Aldexander Hamilton.

Select views in Mysore, the country of Tippoo sultan, London, 1794.

Travels in Africa, Egypt and Syria London 1799.... W.G. Browne.

Journal of a Voyage in 1811 and 1812, to Madras and China - by James Wathem.

Journal of the Legislative Council of Fort St. George 1913 (in Parchment) The Bambardment of Madras by the German cruiser, "EMDEN" Higgingbothams, Madras, 1914 (Photos)

Jail Dairy, 1922 C. Rajagopalachari.

Bala Barata, Volume I, 1907-1908 (4 issues) (Edited by Poet Subramanya Bharathi)

Stack No:-6

Marine Department	1857	1931
Railway Department	1870	1924
Irrigation Department	1877	1920
Financial Local Department	1885	1920

Local Administration Department	1920	1956
Public Works Department	1857	1956

Stack No: - 7

Public Department	1670	1856
Military Department	1752	1856
Revenue Department	1774	1856
Secret Department	1796	1850
Judicial Department	1798	1856
Political Department	1800	1856
Financial Department	1811	1856
Commercial Department	1815	1848
Petition Department	1815	1882
Law Department	1815	1856
Foreign Department	1816	1846
Ecclesiastical Department	1818	1856
Marine Department	1838	1856
Public Works Department	1843	1856
Financial (Railway Department)	1853	1856

Non-Secretariat Records

Persian	1670	1847
Dutch 1657	1657	1825
Danish	1779	1845
Marathi (Modi)		
Madras Army	1761	1895
Mayor's Court	1689	1858
Madras Mint	1744	1876
Coroners Records	1853	1889
Boards of Revenue	1786	1858
Collectorate Records	1708	1860
Tanjore Raj Records		

Records created by Committees	1947	1983
District Court Records	1802	1883
High Court Records	1801	1862
Merged State Records	1787	1857
Church Records	1739	1907

Stack No: - 8

Board of Revenue (Consultations)	1786	1856
Land Revenue (printed settlement)	1857	1887
Land Revenue	1887	1980
Revenue Settlement	1887	1922
Separate Revenue	1887	1924
Excise	1925	1978
Press Series	1926	1956
Press Series	1954	1957
Court of Wards	1885	1958
Commercial Taxes	1939	1975
Food Production	1949	1977
Inam Commissioner's Disposals	1854	1858
Inam Deputy Collector's Disposals	1858	1971
Irrigation Development Board	1831	1856
Settlement of Estates	1950	1980
Forest	1886	1918
Chief Conservator of Forests	1919	1968
Fodder and Grazing Committee proceedings	1938	1959
Records relating to Former Travancore Cochin State	1921	1941
Custodian of Evacue Property	1951	1952
Land Administration	1971	1976
Land Reform	1960	1964

Survey Records

Stack No :- 9

Original Survey Maps, Survey and Board Copies	1859	1900
Resurvey Mounted Litho Maps	1896	1917
Unmounted Litho Maps	1896	1917
Soll Block Maps	1906	1907
Ferro-prussiate Prints	1906	1907
Amin Field Measurement Books	1867	1889
Original Field Measurement Books and Estate Survey	1896	1967
Traverse Field Books (Old and New)	1896	1967
Traverse Sheets (Old and New)	1866	1967
Maps, Plans and Touring Maps	1866	1967
Updating Registry scheme, Field Measurement Books	1979	1985
New Resurvey Fields Measurement Books	1960	1968

Archives' week celebrations

On the model of the National Archives of India the Tamilnadu Archives also celebrated the archives week from 7th to 13th August 1978. The celebrations aimed at inculcating a sense of archival awareness among people, about the value of archival wealth, bringing to the notice of the mass the meritorious services of archival institutions, encouraging the officials and workers involved in the preservation of the cultural heritage of India that are housed in the form of records and books, and to pointing out the responsibilities of the Government and the public in preserving the archives with farsighted vision for the benefit of the society, nation, and the world. The second week of August is fixed and observed as Archives' week by the Tamilnadu Archives every year.

In the Federal set up of India the State of Tamilnadu occupies an important position. During the pre-Independent era it contributed its sons as true fighters for freedom. It has always associated itself with the main national stream. To begin with, the British

administrators contributed to the establishment of the centralized Record Office in Madras. During the Post-Independent era too Tamilnadu occupies an important place. It has developed gradually in different fields such as economics, education and politics. It sets models in different fields and pioneered many projects, experimented with many ideologies and earned a reputed place. The existence of Tamilnadu Archives also adds glory to Tamilnadu. The sound administration, its gradual improvement, its wider scope for historical research, its style of attracting the scholars from all over India and abroad add reputation not only to the Tamilnadu Archives but also to the State of Tamilnadu.

CHAPTER 9

PRIVATE ARCHIVES

Archives are the documents of historical value. They are an embodiment of 'our heritage'. The term archives also means the place where they are being kept. Archives are the most valuable assets of a nation. The archival records represent the past. The scope of history is ever expanding. Archives are directly related to the writing of history. Hence, the scope of archives is getting wider and wider. Historical events are not the outcome of Government measures alone. There are various other forces that influence powerfully the course of History. The individuals, influential families, rulers, religious organizations, communal groups, industrial concerns, business establishments, educational institutions and the like play a dominant role in shaping historical developments. Hence, the records of Government offices alone cannot give a correct picture of the past history. The records on the activities of other forces that influence the course of history are also important. They also throw light on many gaps, and corners, which may otherwise be ignored or unknown to the pages of history. The records created by such non-governmental bodies are known as Private Archives. The significance of the Private Archives is better realized during the modern period .The recent developments towards the microscopic study of history has further strengthened the importance of Private Archives.

Definition

Private Archives may be defined as the records and documents created as a result of the activities of individuals and Private concerns, which had powerful impact on society. The access to those Private Archives cannot be claimed as a matter of right by any one. It is purely the discretionary power of the creator or their custodian as the case may be, to grant or deny permission. The

sources and the location of the Private Archives cannot be easily known.

Nature

The Private Archives are more related to local or regional aspects. They are basically society oriented. Their truth cannot be totally relied upon. They may defend the cause of their creators. They are mostly in the form of sanads, firmans, lease deeds, diaries, personal letters, manuscripts, photographs, paintings etc. The records of Private institutions of various categories, their official proceedings, transactions, business dealings and religious records of different religious institutions also form part of the Private Archives. During the ancient Roman and Greek period the temples served as repositories. In the middle ages the church records were kept at churches. During the modern age the same culture continues. The temples, monasteries, masjids, churches and the like hold considerable quantity of their religious records. Thus Private Archives are found at different places.

Differences between the Public and the Private Archives

The archival wealth of India can conveniently be divided on the basis of its provenance into two categories .One is the Public Archives and the other is Private Archives. The records emanated in the government offices as a sequel of official transactions are known as Public records. They are automatically sent to the archives, accessed and arranged there. To accommodate those Public Archives the government as a part of its duty creates a repository, provides it with officials, organizes and preserves them for future generations. Thus as far as the Public Archives are concerned the creator, preserver and destroyer are one and the same, that is, the government. On the other hand Private Archives emanate from various kinds of sources. They may be economically oriented, socially based or religiously concerned. It is their original right either to hold them under their custody or to transfer them to any one of their choices or to keep them secret or to destroy them.

In terms of access to the archives there is a distinct difference between these two categories. Access to the Public Archives is a matter of right to each and every citizen. But granting permission to

exploit the Private Archives is a right of the possessor. No one can claim it as a matter of right.

Public Archives are centralized and are placed under a uniform type of administration whereas Private Archives are highly decentralized and are not administered according to any uniform pattern.

Public Archives serve as greater aids for macroscopic study of history while Private Archives are limited in their scope.

Though the origin of these two categories of archives can be traced back to a remote past, their developmental history runs entirely a different course. They are similar to the parallel lines of a railway track. They will go together but never unite or mingle.

The importance of Private Archives is felt in recent years. When the sociological aspect attracts the attention of the historians, the value of Private Archives is best realized. Hence, it has become a duty of government agencies to take necessary measures to acquire and preserve the Private Archives too.

Kinds of Private Archives

The archival wealth created and preserved by Private agencies can be summed up fewer than ten major categories. They are-

1. Archives of business and industrial concerns like T.V.S., Parry & Company, Lakshmi Group of Companies, Sakthi Group, Sri Ram Group, P.S.G. Groups, Ramco Groups, Idayam Groups etc.,
2. Archives of religious institutions like London Missionary Society, CMS Church, Kanchi Mutt, Thiruvadudurai Mutt, Kunrakudi Mutt, Melmaruvatthur Adiparasakthi Manram etc.,
3. Archives of communal institutions like Nadar Mahajana Sangam, Devar Peravai, Vanniarkula Sangam, Brahmins' Association etc.,
4. Archives of political assets like the Sathyamoorthy Bhavan of the Congress party, Arivalayam of D.M.K., P.R. Bhavanam of CPI (M) etc.,

5. Archives of Trade Unions like All India Trade Union Congress, Indian National Trade Union Congress etc.,
6. Archives of Educational institutions like Jamia Milia Universities, Madras University, Annamalai Unniversity, Madurai Kamaraj University etc.,
7. Archives of former princely classes and aristocrats like the Maharajas of Travancore, Tanjore Raja, Nawabs of Bengal, Nizam of Hyderabad etc.,
8. Archives of Eminent personalities and families. Mahatma Gandhi, Jawaharlal Nehru, Lal Bahadur Sastri, Kumarasamy Raja etc.,
9. Archives of many interested groups like Student's Union, MUTA, Chamber of Commerce, Surgeon's Organisation etc.,
10. Archives of Welfare Organisation, Service Organisations like Lion's Club, Rotary Club, Y's Men Club, Amar Seva Sangam etc.,

Besides these above mentioned categories of Private Archives, the newspapers, and journals also form part of Private Archives. The records of Indian interest are found not only in India but also abroad. The value of Private Archives has been realized in the recent years. The father of our nation referred to the village as Little India. Hence, the real history of India can be written in the correct perspective only when the local records, which are mostly Private records, are studied, assessed, evaluated, analyzed and tested. Microscopic study of history has widened its scope. The Private Archives are the ultimate aid of the microscopic study. Hence, due importance is associated with the collection and preservation of Private Archives by the archivists, scholars, administrators and the governments.

Business or Commercial Archives

In modern times history has assumed new dimensions. The study of history or the writing of history does not end with the description of ruler and the ruled and the like. It includes further social, economic, religious, cultural, diplomatic and intellectual aspects. The historian should search for the sources pertaining to all these aspects of history. The business or commercial archives

make the work of the historian easy by furnishing information on the economic aspect. The development in commerce, the impact of various forces like government measures, change of parties in power, international trade agreements if any, can be inferred from the Business Archives. They will throw light on the economic history of a nation in particular and world in general. The industrial progress of a nation, technological improvements, and the challenges confronted and the solutions experimented and achievements and failures of various firms could be known through the Business Archives. They guide the existing firms to design their policies better than the old. They will aid the business concerns to avoid failures and to achieve success easily. They will facilitate the firms to correct their errors. The way to attract the attention of the government to find remedies to the existing maladies could be identified. In the light of the Business Archives the history of various kinds of industries could also be written. They throw light on the stages of industrialization experienced by a nation. Thus Business Archives are of great importance to a historian to look into the historical events in the light of the economic forces on them.

Religious Archives

Religion is an inseparable aspect of life. It plays a dominant role in the day-to-day life of a person from the beginning of his life in the cradle to his rest in the tomb. This is not the case only with the Hindus. In Europe too Christianity plays a major role in shaping their life style. In the early period, the Roman Emperor Charlamagne was known as Holy Roman Emperor only when he was coronated by the then Pope. The kings of Europe during the early period undertook crusading expeditions as per the instructions of the Popes. The kings who refused to execute the orders of the Pope were excommunicated. Such was the dominant impact of religion on politics. During the Middle Ages the entire Europe was known as Christendom. The course of history thus right from the early period down to the modern age has been influenced by the religious forces. The same is the case with the Muslim world too. There are references to movements in support of the Khalifa. The religious organizations like mutts, churches, masjids and various religious leaders hold their records. These records are of immeasurable value to the historian as their influence on the life of the people, policy of the government and the like is not negligible.

The mutts performed besides religious functions certain other functions too. Their functions covered economic, judicial and social aspects of human life. They also did meritorious services in the field of mass education. They maintained schools, libraries, orphanages etc. They maintained genealogical tables of the ruling dynasties. The mutt records are in different languages. They throw light on the economic, political, social, cultural and intellectual conditions of that age. In the modern period a Private group popularly known as 'devasthanams' administers many temples. Their records are of immense value to pursue research on regional history.

The Protestant Missionaries have well-established archives in the districts. Another well- organized religious archive is the N.V.K.S.D. (Nallur Vettumon Kantan Sasta Devaswam) in Kanyakumari district.. Five Nair families of Nallur Desam are managing it. N.V.K.S.D. also performs certain services in the field of education. Melmaruvattur Siththar Pedam at present has emerged as an influential religious institution with its branches all over South India and abroad. It has a well-organized system of administration. It performs many social welfare activities. It runs charitable institutions, hospitals, schools, and colleges, both arts and technical. Its records are real archival wealth to the on coming- historians. Thus many Religious Archives throw light on various aspects of human life.

The religious records are generally not under the custody of the government. They are mostly kept and preserved by the creating agencies. It is the discretionary power of the custodian of such archival material either to open them for public access or to permit a few. Mutts throw open the archives to the followers of its belief but not so to a person cherishing a different belief. The holder of archives may not be aware of the historical value of those records. Some Mutts may permit scholars subject to certain conditions. Unlike Public Archives the religious archives are not open to all on uniform terms and conditions. But it is the duty of a true researcher to try all possible means to get access to them. Those should also be utilised to the extent of their relevance to the subject taken for study.

Communal Archives

One of the unique features of Indian social set up is the presence of numerous communal groups and sub- groups. Many

communities formed their own organisations to voice out their grievances and defend their interests. They were constituted primarily to promote the welfare of their own community people. The public welfare activities of some communal organizations are extended even to other communities. The educational institutions run by one communal organization admit students irrespective of race, colour, creed and the like. The Nadar Mahajana Sangam, Devar Peravai, Pallar Peravai, Yadhava Mahajana Sangam, Kshtriya Kula Vellala Sangam and the like keep records. The minute books, annual reports, reports on welfare activities, reports of its annual conferences and the records of donations made towards charitable endeavours are of much archival value. In the recent years the communal organizations influence the politics and the general elections. Hence, their records have obtained additional value and strength.

Archives of Political Parties

In the modern age most of the countries have democratic forms of government. For the smooth-functioning of democracy political parties are needed. Apart from contesting elections and forming governments, the political parties perform various other activities too. They involve themselves in social welfare activities. They promote a sense of unity, integrity and solidarity among the people. They mobilize public opinions on matters of national and international importance. They promote the spirit of patriotism among the people. Thus, it is evident that political parties play a major role in planning the course of events of global importance. They influence the society, economy, politics, culture etc. Hence, their records are of immense value to the researchers. The records of Congress throw light on the National Movement in India and the development of the nation during the post Independent era. Generally all the parties maintain their archives in their headquarters. Those records guide the party leaders to frame suitable policies for the future. As the parties are mass-oriented organs their records hold information on social development. Hence, their real value is felt in recent years.

Archives of Trade Unions

With the beginning of the Industrial Revolution a new era has been ushered in. It has brought in its wake rapid economical

changes. The economic growth has influenced the social, cultural and political history of all the nations. The society has witnessed the emergence of a new labour class. Labour movements have greatly influenced the policies of the government. There was a struggle between the haves and the have-nots. The labour movements have gone to the extent of shaking the foundations of empires. The trade unions have abundant materials of historical value. It is useful to learn about the trade regulations, trade policies, change in policies, the currency system of the various countries, the exchange rates at different periods, the labour laws, and the reactions to them and the like. The rise and the growth of the trade union movement in a particular locality can be rightly understood in the light of these records. In India a number of trade unions such as AITUC and INTUC have a long history of their own. They keep their records in their archives. They are useful to evaluate the economic aspect of history. They throw light on labour problems, labour movements, their achievements, failures, impact on society and on politics.

Archives of Educational Institutions

A criterian to assess the standard of a civilized society is its literacy rate. Educational institutions play a pivotal role in shaping the destiny of a nation. Hence, the archives of educational institutions hold much value to the historians. The educational institutions run by the government, run with the government aid, run through self-financing, and run by missionaries, possess their records. They bear information on matters of the educational policy of government in different periods, the subjects of study under different courses, the role of teachers and the taught in the society and related matters on the educational pattern. These Archives facilitate a microscopic study of a particular institution or the educational history of a particular area. The researcher can get from these records authentic information on both quantitative and qualitative development of education of a nation. The schools, colleges and the universities maintain their records in their own offices. They not only help the researchers to evaluate the educational growth of a particular area or a nation but also serve as guidelines to the creating institutions.

Archives of Royal families

The records of the royal families and landed aristocracy are of much use for the restructuring of history. The Raja of Tanjore, the Nizam of Hyderabad, the Maharaja of Travancore maintained their own archives. The Maharajas of Travancore have records of varied nature and they are still kept under their custody in the name of Matilakam records. They are unique in nature and are of great value to the researchers who desire to write the history of Travancore. The rich resources in the Padmanaba palace, Trivandram are also of historical value.

Archives of eminent personalities and families

The great personalities and the noble families possess records of their own. Their role in the social upliftment, educational growth of their area, charitable endowments are found in them The family records may be related to family litigations. There may be diaries, memoirs, travel accounts etc. They may have certain historical value, as the eminent personalities are generally social workers or administrators. V.V.R.family at Virudhunagar has an archive. The records throw light on the social evils prevalent in the society during the life of V.V.R., the measures taken by him and his associates to eradicate them and the responses from the society. They are helpful as guides to the present- day social reformers .The family of Sri Kumarasamy Raja, the ex-Chief Minister of Tamilnadu has its own archive by name 'Gandhi Kalai Mantram', at Rajapalayam.

India was once a colony. During her colonial era many foreigners lived in the land in various capacities as officials, traders, army chiefs etc. When the Europeans departed they carried away their records most of which had historical information of Indian interest. Thus the archives of eminent personalities are found not only in India but also in Portugal, France, Dutch, Holland and England. Those records are useful historical material of Indian interest.

Archives of interest groups

Besides trade unions there are many pressure groups functioning all over the world. They are primarily interested in

promoting the welfare of their own members. Students' Unions, Teachers' Associations like MUTA,(Madurai University Teachers Association) JAC,(Joint Action Council) and the like have their archives. These organisations participate in welfare activities also. They impose pressure on the government through lobbying and influence the government policies. Most of such organizations have social awareness. They also know well that if no extension service to the society is done they will be neglected by the society. So in their programmes they always include society oriented matters. Thus due to their influence on society and government, their role in moulding the course of history is perceived in recent years. The records of such interest groups hold valuable information to assess the policy of the government, the reactions to them and their repercussions. Hence, they are considered valuable historical sources.

Archives of welfare organizations

The welfare organizations like the Lions Club,the Rotary Club etc., have branches all over the world. They attend to the needs of the common masses whenever warranted. Irrespective of nationality, religion, caste, race, colour or creed they serve humanity in one form or another. They throw light on social, economic and cultural aspects of life.

Nehru Memorial Museum

1. Museum

The Nehru Memorial Museum is in New Delhi. It is located near the Rashtrapathi Bhavan. Theen Moorthy Bhavan, the traditional residence of Nehru family was converted into a memorial. It is in this building, Nehru Museum is being set up. It holds in it a veritable mine of information relating to modern Indian History. It is well administered. There are a (1) Memorial Museum (2) Library and (3) Centre of Research on modern Indian History.

2. Library

It is one of the best libraries in India. It holds in it an extensive collection of books. The books are ample sources to researchers on modern history. The books published in the nineteenth and the

twentieth centuries are accommodated there. Books relating to freedom movement, freedom fighters, contemporary leaders, social reformers, scientists, and mathematicians are also available there. The books written in Indian and foreign languages are found there. There are more than 5550 rolls of microfilms on eminent personalities.

3. Manuscript collections

Two kinds of manuscript collection are preserved there. They are institutional collections and individual collections. There are 33 institutional manuscript collections which include All India Congress Papers, Indian National Congress papers, Madras Mahajana Sabha papers, All India Congress Committee papers, Socialist Party of India papers, All India Hindu Mahajana Sabha papers, Deccan Sabha papers, Home Rule League papers, papers on Annie Besant and working class, All India Trade Union papers etc. All these institutional papers are mostly related to the Indian freedom movement. To estimate the role of common people, the individuals and the organisations and also to evaluate the British imperialist policy these collections are of great use.

Individual collections

The Nehru Memorial Museum has a good collection of individual papers of historical importance. The collections are on certain eminent personalities like Pattabi Seetharamiah, Srinivasa Shastiri, Muthukrishna Reddy, Srinivasa Iyyangar, Dadabai Naoroji, M.M. Roy and so on.

Library of Photographs

The Nehru Memorial Museum has a valuable collection of more than 57,000 excellent photographs of Nehru and his eminent contemporaries. These photos are classified on the basis of events and themes and are properly arranged. The photographs relating to the Civil Disobedience Movement, Quit India Movement and the like are arranged theme wise.An oral history project was undertaken. This project resulted in the recording of interviews conducted with more than 820 great scholars and patriots who have rendered service in the course of our freedom struggle. Thus this library of photographs along with the recorded interviews form part of primary sources. Great care is being paid to preserve all its holdings.

American Studies Research Centre

During the post second world war period, both the super powers, Russia and America, allocated more funds towards spreading their political ideologies in all parts of the world. They tried to acquire as many satellite countries as possible on their side. As a part of such attempt they established libraries and study centres in important countries. Their primary aim was that of creating an awareness about their ideologies and leading the people towards their ideologies. They also aimed to mobilize positive public opinion in favour of their policies and ideas.

In India the American Studies Research Centre was started in April 1964 in Hyderabad. The Library of American civilization was first established with 4000 books. At present the total number of books runs into lakhs. This has been developed into a reputed American study centre with more extensive collections on American subjects. It also renders academic service. It provides teacher's research grant and teacher's study grant. It conducts seminars twice annually. A Director and a few technical assistants administer it. It is located in Osmania University campus, Hyderabad.

Parry and Company

Messers. Parry and Company Ltd. has a reputed Private archive. It was established in Madras in 1788, at Parry's Corner in Madras by Thomas Parry who was just 20 years old. He stayed in India for about 35 years spending all his time in business dealings. The firm is now 213 years old and is still functioning. Since its inception the firm started maintaing its records. There are more than 20 volumes available. Those are mostly the letter-correspondences during the first quarter of the nineteenth century. There are more than 21 photographs of the senior partners of this firm. The life-history of the founder of the Company is evident in the book, "Thomas Parry, free merchant-1768-1824" by G.H.Hodgson (1938). The products of the firm are of different variety. Ordinary consumer products like chocolate and heavy products like ships are being produced. The records of these firms throw light on the generous charitable endowments made by Parry. The accounts were maintained mostly in pagoda, fanam and cash. One pagoda was equivalent to Rs.3.50. In the accounts from 1819, those currencies

except rupee are not mentioned. Hence, It is clear that rupee was the only permitted currency after 1819.

The experiments done in the production of a variety of consumer items, indigo processing, the challenges confronted by the firm etc. could be learnt from the records. They throw light on the commercial policy of the Government and the economic condition of the people. Karnatik scandal issues are also found in them as Parry was unwantonly made to interfere in it. The archive is at present under good preservation and sound administration. Access to the research scholars is permitted.

Asiatic Society of Bengal 1784

It was founded in 1784, due to the sincere efforts taken by Sir William Jones who was a Judge by profession but had much interest in research endeavour. With the association of his friends he succeeded in establishing the Society in Bengal. Initially the members of the Society met at the Grand Jury Room. They felt the need of a permanent location for the Society and reiterated their demands to the government. Ultimately a plot was allotted in 1805 and a building was constructed by 1808 at the cost of Rs. 30,000 on Park Street. By its valuable activities, the number of subscribers increased. Membership was open to all. Many committees were formed in 1808, for Natural History, Philosophy, Medicine, improvements of the arts, Physics, and for literature, philosophy, history, and antiquities. There are a library and a museum.

The library holds in it a large collection of books and more than 30,000 manuscripts are in oriental languages. The Seringapatnam Prize Committee gave the library of Tipu Sultan that was looted by the Company, as a gift to this Society on 3rd February 1808. The gift included many old and rare books and a number of illuminated manuscripts of the Quran. Another presentation also was received from the College of Fort William and the General Committee of Public Instructions. On the abolition of the college its Sanskrit, Arabic, Persian and Urdu works mostly in manuscripts were presented to the Society.

The Society established a Museum in 1814. As it experienced financial problems, in 1866, a law transferred its collections to an officer of the Board of Trustees. It became the Indian Museum at Calcutta.

The Society brought out many publications, which are highly estimated all over the world. Its notable publications are Memoirs, Journals, Bibliotheca Indica series and a large number of Oriental publications. They are highly useful to the researchers doing research on Asian culture, arts, science, history and religion.

The society is still functioning. Its archival wealth is open for bona fide research. They are being properly arranged, managed and preserved.

Bengal Club 1827

Bengal Club was established at Calcutta in 1827. It was first located in a four storeyed building in Esplanade East, known as Gordon' building. Its location was shifted several times until a permanent building was constructed in 1845. The present building is at Chowringhee, which was once the official residence of Mecaulay. It has invaluable source material relating to social, economic and political history of India. The club has published a very interesting book 'A Short History of the Bengal Club'. Many eminent personalities were its members. Ladies were also admitted as members. The book besides furnishing valuable information regarding socio economic condition of that period contains appendices. They are under four heads -

(1) Biographical notes of original members

(2) List of Presidents of the club

(3) Resolutions passed on 12th February 1827 and

(4) Original rules of the club

The Club also possesses some portraits and paintings of historical value. It keeps its records under due care. They are not open to all but only to the club members.

Vishva Bharathi

Rabindranath Tagore started a school and an abode of peace at Santiniketan. A Central University was started there in 1950. It has valuable collections. They are housed in Rabindra Bhavan. There are about 522 volumes of manuscripts of Rabindranath Tagore. Ninety-five volumes of his correspondence in Bengali language are also found there. Nearly 435 volumes of works on

Rabindranath Tagore in English and in other languages are also available. These are of much importance for the reconstruction of the cultural history of India.

Sringeri Mutt

Sringeri Mutt is located in the State of Karnataka. It attained its height of glory during the Vijayanagar period. The kings of Vijayanagar were the champions of Hindu religion. Hence, the Mutt could have enjoyed royal patronage. The records of this Mutt speak about Vijayanagar and the post Vijayanagar period. They also hold information regarding the correspondence between the Mutt and Tipu Sultan, the then king of Mysore, and they throw light on the socio-economic condition of India.

In Tamilnadu Kovillore Mutt, the Kanchi Mutt, the Thiruvavadudurai Mutt and Kunrakudi Mutt possess a large quantity of records of historical importance. They are really worthy material for writing history.

Indo-Portuguese Archives

The Indo-Portuguese archive is located at Panaji, the capital of the State of Goa. They hold five categories of records. They are

(1) Correspondence of Arch Bishops and Governor

(2) Papers concerned with clergy

(3) Pastoral documents

(4) Papers concerning Christian life

(5) Papers concerning with religious orders

These documents give the researchers a thorough insight in to the impact of Portuguese settlements in India.

Arch- Diocese of Madras and Mylapore (Santhome, Adyar)

This is a religious institution, which holds many valuable records that date back to 1704 A.D. There are 100 volumes of more than 8,000 items. They contain information on the religious policies of the Europeans, the missionary activities and the reaction of the society. Those records are classified into five important categories.

They are

(1) Official documents from Rome

(2) Official correspondence of Bishops and Governors

(3) Official letters of the clergy to their superiors

(4) Correspondence relating to financial matters

(5) Parish papers and so on

The Society of Jesus of the Madurai Province

The archives are located in Shenbaganoor near Kodaikanal, Tamilnadu. Most of the records are in Latin. However there are English translations. Photographic copies of the original documents of Jews are also available there. It is hence evident that Jews were present in India for some time. The archives also holds a small collection of Parish registers. A good collection of books in various languages of South Indian Christianity is also available in these archives.

Besides all these above-mentioned Private archives, rare books are records of historical value are being collected and kept by some individuals. In this regard, mention may be made of Kanagasabai Pillai of Mannargudi. He has succeeded in collecting 3700 rare books. Vilvanayanathan and Sundara Mudaliar started a library in 1932 in South Arcot district. Kottur Rengasamy Mudaliar and Andipatti Bala Subramania Iyyer deserve mention as they spent their labour and money to collect rare books and records of political importance. V.V.Ramasamy, a social reformer of Virudhunagar, and Kumarasamy Raja of Rajapalayam also were eminent personalities who deposited rare books and records for the perusal of future generations.

Private Archives abroad

European countries established many settlements in India. The British administered India for more than two centuries. Traders, missionaries, travellers, administrators, civil and military officials flowed into India and returned. While returning they took with them many records of Indian interest. Many religious centres in Europe possess useful historical material relating to India. Indian natives

too migrated for commercial purposes to many countries like Burma, Malaya, Singapore, Indonesia, Ceylon, East Africa etc. They also could have taken records of historical value with them. Thus, records of Indian interest are found scattered not only in India but also all over the world. They ascertain the commercial, military, political and cultural relationship of India with other countries. Hence, they are of significance to reconstruct the past.

Problems of Private Archives

Private Aarchives are not administered under any uniform code as they are scattered and administered by institutions of varied nature and individuals of varied interests. The problems associated with the Private Archives can be classified as general and specific problems.

I General Problems

(1) Problem of location

An important problem is related to that of locating the Private Archives, which are held by a number of individuals and institutions. Generally the holders are not interested in popularizing their assets and making them available to the scholars. So far there is no catalogue or reference media available to locate and identify the Private Archives. The historians and researchers suffer a lot because of lack of information on the existence and contents of Private Archives.

(2) Problem of accession

Unlike Public Archives, the Private Archives do not possess any stipulated rules or regulations governing access to them. Hence, the researchers find it difficult to pursue the Private records to write correct history. The owners of Private Archives mostly are ignorant of the real value of their holdings. Some owners do not like to open their portals to the scholars out of fear that the scholars may cause damage to the records and to the image of their families or institutions. Some owners, led by materialistic interest, demand money from the scholars. If such materialistic or business like attitudes are entertained, the

validity and authenticity of Private Archives will not be out of suspicion in the long run. Private Archives are located in many parts of the world. As they are not brought under one central organization the scholars find it difficult to have a free access to them without spending time, labour and money. If the content of Private Archives is in an alien language it will add further to the problem of researchers.

3. Problem of preservation

Due to lack of awareness, involvement and funds many Private Archives are kept in poor condition. The holders are not technically equipped. They do not know the scientific methods of preservation. They are not for spending money for preservation and restrengthening of records. It is true that insects have eaten up many of the Private Archives. The climatic conditions and fluctuations in temperature cause much havoc to the records. They need greater care but not even least care is being given by many of the owners of Private Archives.

II Specific problems

1. Problem of assessing the importance of records

Evaluating the records periodically and making arrangements for weeding out and destroying of irrelevant and unwanted records are some of the basic functions to be performed by the archives. In the case of Private Archives it is to be done with the assistance of renowned archivists. But such a healthy practice has not yet been evolved. The process of weeding out the unwanted records will help not only to reduce the quantity of records but also to enstrengthen the retained records. But the owners of Private Archives do not possess enough knowledge and patience to initiate the process.

2. Problem of destroying less important papers

No systematic arrangement could be imposed on the Private Archives for the destruction of less important papers. Some owners may not be ready to part with those

records owing to some psychological attachments; some may be ready to destroy the entire lot of records for reasons of hatred or enmity among the family members.

3. Records bearing personal negative aspects are destroyed

Some of the Private records may hold evidences of the negative character of the creator or the holder. If such records are open to researchers their public image may get affected. Such records are likely to be destroyed by the owner.

4. Non- realization of significance of the records

Many of the owners of the Private Archives are not aware of the real value of the records in their custody. To them they are just papers and alphabets. The owners may not be able to read and understand the records if they happen to be in an alien language. The fate of such records may definitely be tragic.

5. Financial commitment

The holder of the Private Archives should spend money for their proper preservation. If any institution or organization administers it, there is scope for successful fund raising campaigns. The institution or organization could raise funds through donations or through organizing exhibitions, film shows and the like. An individual holder cannot attempt such raising of fund. Finding a sponsor will be a difficult work. Hence, he may prefer either to destroy or to leave them to die. In such cases they should be advised to donate them to any one of the Public Archives.

Suggestions for improvement

1. Publication of the list of Private Archives

It is already time to undertake a project of preparing a consolidated list of the Private Archives. District wise list can initially be attempted. These are then to be consolidated and a national level list is to be prepared. It will facilitate the scholars to identify and locate the needed

material. The list is to be highly elaborate and informative. It should contain the clear address of the custodians, the languages used in the material, details regarding access to them, their e-mail address, fax numbers and other facilities available, if any. The details should also be made available in the Internet. The archives' journal should bear the web site address. The other mass media like radio, television, and press should be utilized to the maximum extent for publishing the list, and highlighting their utility.

2. Providing guidance to the owners

The Government should maintain cordial relations with the owners of Private Archives. It should request them to be cordial, friendly and generous towards those who intended to make use of the records. The owners should be well informed of the importance of their holdings. The government should acknowledge them whenever seminars, exhibitions and the like are organized. They should be invited, honoured and recognized. They should be made to feel proud of being the custodians of the rich wealth of the nations.

3. Technical assistance - A Real necessity

The Private Archives should be technically assisted. They should be guided during their weeding out and destruction of unimportant records. The experienced experts in that field should be sent to the aid of Private Archives, free of cost. Training in the art of records management and preservation should be imparted to them free of cost. By organizing meetings, lectures and seminars they should be made to feel and realize the historical value of their holdings.

The technical experts of the Public Archives should be deputed periodically to visit the Private Archives in order to give technical advice and aid to protect the records against dampness, fire, insects or other menace. The Private Archives should be provided with adequate financial assistance. Racks and holding materials should be provided to the needy individual owners of Private Archives.

4. Project for acquisition of records

Government should be judicious and cautious enough to acquire the records of Private Archives. On the demise of an eminent personality, attempt should cautiously be made to collect the material from the relatives. The princely families should be asked to part with their documents. They should be rightly informed of the real value of the records and the importance of having them under public custody in the national interest. They should be assured that those records would not be used either to harm them or to damage their image in the future. The government should persuade the owners of the Private Archives to donate them for the Public interest or sell them for a reasonable price. If the individuals are fond of retaining them under their custody as family assets, arrangements should be made to get them photocopied or microfilmed. If all these judicious methods prove to be a farce, the government should not hesitate to nationalize the Private Archives.

5. Forming local historical society

A local historical society consisting of Professors of history, librarians, and the academicians of the local area should be formed. They should be entrusted with the task of taking care of local records in Private custody. Such a practice has already been evolved and adopted in many developed countries like Australia and the USA. The method has proved fruitful. A cordial link between the local intelligentsia and State Archives should be created.

6. Accelerating archival consciousness

The public should be made well aware of the importance of archival wealth. Unless and until the archivists and the historians make an earnest and powerful effort in this direction, the destruction or the loss of archival treasures under Private custody will be left unchecked.

7. Role of governments

The Government of India has played a vital role in solving the problems relating to Private Archives. Due to the sincere efforts of the Indian Historical Records

Commission, a systematic survey of Private Archives of India was initiated as early as 1942. Many Regional Records Survey Committees were constituted in the same year. So far 13 States have constituted such regional committees. In the State of Madras the regional committee was created in 1944, consisting of a Chairman and 32 members. It was constituted by G. S. Srinivasachari, the then Professor of History, Annamalai University. Its tenure was 3 years. Accordingly it is reconstituted every three years and it renders valuable service in the collection of Private records scattered in different houses and organizations. These efforts are at times looked upon with suspicion and misinterpreted by the Private holders as an attempt to deprive them of their treasures.

National Register of Private Records

The union government launched a programme of National Registers of Private records in 1959. A grant of Rs.3000 was awarded to each State to conduct a survey and meet people for the purpose of preparing the National Register of Private Records. A separate unit was created in the National Archives to work on preparing volumes of National Register of Private Records, enlisting the material acquired till then. Those are in the form of papers and microfilms and are classified under three heads

1. Old documents and Private papers of eminent persons of India
2. Microfilms of papers acquired from abroad and
3. Microfilms of papers prepared from within India.

All these are kept and preserved scientifically and are provided with suitable and elaborate reference media.

In 1947, the Government of India passed the Antiquity Act. It empowered the government to acquire the manuscripts under Private custody. Other materials were thus left yet to be regularized. This discrepancy was set right by the Antiquity and Treasures Act of 1972. It empowered the Government to proceed with the compulsory acquisition of material of high value. Thus, the government of India at the instance of the Indian Historical Records Commission is involved in the valuable task of regularizing and enriching the archival wealth of our nation.

CHAPTER 10

ADMINISTRATION OF ARCHIVES

The creation of archives is a gradual, and continuous process. As the public, private, semi public, religious and other mass oriented organizations function, the archives grow day by day. Hence, there arises the question of organization and administration. Properly organized and efficiently administrated system of archives keeping is of greater importance to make use of the archives to the maximum extent. Archival wealth includes coins, inscriptions, documents formal and informal, official and private. Under the sound administration of archives, the researchers feel convenient and comfortable to produce monumental works known for their accuracy and authenticity. They can utilize them without causing any damage to the original records to reveal the tremendous impact of men and events on the lives of the common people and their land. Hence, administration of archives has been important for long.

Records are tools of administration. They are the evidences by which a government is accountable to the people. In the modern world archives administration has emerged as an independent branch of government business. It comprises of two important inter-related aspects, one administrative and the other technical. The administrative aspect involves the staff in-charge of the archives. Each archive is provided with a team of staff. The staff administers the records according to the rules and regulations stipulated by the government and extend facilities for research. They are usually charged with the duties of receiving the records from different departments, registering, indexing, organizing, preserving and supplying them to the agencies and scholars. The technical aspect involves the issue of reducing and destroying the accumulated records, microfilming and the like activities.

Origin of administration

The need of an administrative set up for the archives began when the practice of placing the records of a nation in one central place was attempted. To ensure security, durability and utility the accumulated records need to be administrated according to certain definite rules. Hence, the nations of the world in general developed

gradually a system of archival administration most suitable to their need and creed. The modern concept of administration dates back to the days of the French Revolution. The French Revolution not only resulted in the contribution of liberal principles such as liberty, equality and fraternity but also resulted in the evolution of archival administration. The post-revolutionary regime of France made the government responsible for the maintenance of public records. The French archives were created in 1789, named as Archives Nationale. In 1796 an Archives Department also was formed. This marked the beginning of an integrated system of archival administration. It served as the model for the countries, which have faith in preserving their nation's history and past glory.

Evolution of archives administration in India

The British period

The English East India Company, which was originally a chartered commercial concern, later assumed political control over India. Before establishing its political supremacy in India, the Company fought several wars against the Indian rulers and the French. The Board of Directors directed the civil and military administration of the Company. The letters received and sent by the governors and the Board of Directors were voluminous and they required to be kept permanently for future reference. Thus there arose the necessity of record administration in British India. The Public Department created in 1670 was the first Secretariat of the Company. Since its inception the official business was transacted in this Secretariat. The records of Fort St. George hence are not earlier than 1670.

Records control

Records control is an important aspect of administration. One of the pre-requisite of a sound management system is that of retention schedule for records indicating their retention period. Unwanted records, which are irrelevant, should not be kept along with needed and usable records. Hence, periodical appraisal becomes important to sort out ephemeral and transitory records. This would facilitate good functioning of the administration and the archival system. It will amply provide free additional space and curtail the unnecessary boosting up of records.

Administration of National Archives

The National Archives of India, the chief repository of the Government of India is situated in Janpath, New Delhi. It holds authentic evidences relating to the period from the later part of the Mughal rule to the present day. It was originally known as the Imperial Record Department and came into existence in 1891. The inflow of records in the National Archives has met with a steady increase during the post Independent era. The records of various princely States, Private collections, Private papers of public personalities and records of commercial and industrial concerns have been collected and preserved there. Microfilm copies of the material of Indian interest have also been taken from England, France, Holland, Denmark and the U.S.A.. The archival administration was further inspired by the formation of the Indian Historical Records Commission in 1919.

The Imperial Record Department was under the administrative control of the Home Department upto 1910. Then it was placed under the newly created Education Department. The Keeper of Records was designated as Director of Archives in 1914. As already indicated, after Independence, the Imperial Record Department was named as National Archives of India and remained attached with the office of the Ministry of Education and Social Welfare. It had four major divisions, which facilitated its administration. They were (1) Administrative division (2) Records division (3) Publication division and (4) Preservation division. This organizational arrangement prevailed upto 1952. With the increase in the activities of the archives, creation of new branches of administration was warranted. To meet such needs more fresh branches and divisions were created at different periods. By 1979 there were 24 branches and the strength of the staff ran to 583. The major branches of archival administration are general administration, records administration, record management and oriental records. Each branch is under a Deputy Director assisted by a team of staff. Fifth important division that has assumed greater significance in recent years looks into the School of Archival Studies, Conservation Research Laboratory and preparation of guide. It also sponsors conferences to create archival awareness. The staff of the National Archives is given in- service training comprising a long

(2 years) course of study. It consists of indexing, calendaring and preservation of records up- to- date. The UNESCO as a regional training centre for South Asia has recognized the School of Archival Studies. It has established a healthy tradition in the archival administration.

Tamilnadu Archives

The Tamilnadu Archives was established in the year 1909. It comprises the records of various departments of the Secretariat, the Board of Revenue, the Survey department, Forest department, pre-mutiny records etc. There are nearly six million files. The Commissioner of Archives supervises the Gazetteer-writing by an editorial wing. The publications are based on the records of the State Government. Various departments make use of those records. In fact Tamilnadu Archives render valuable service to the administration and research scholars.

The Archives function as a separate department of the Government of Tamilnadu. A senior I.A.S. officer holds the charge of it. He is designated as the Commissioner of Archives and Historical Records. It is administered by the Education Department. Each record stack is placed under the custody of a research assistant. He is additionally charged with the duty of supervising two or three referencers. He also has to attend to cases of search for information from the records. There are record clerks who assist the referencers in collecting and restoring the papers required for reference. They are also held responsible for keeping the records in a good state of preservation.

The administration of archives involves the following aspects.

1. Accession

The archives admit records, documents, government papers, bills, semi public records and Private papers. They also hold microfilm of records of government interest acquired from other countries.

2. Arrangement

The methods of arrangement of records constitute an important aspect of administration. As soon as the records are

received and accessed, trained persons in the field of arranging the records scientifically are engaged in the work. Docketing and classification of records are performed. The records are thus arranged according to a set pattern designed to make the work of the archive personnel and the users easy and comfortable.

3. Preparation of register of records

The archival administration brings out registers of public, semi- public and private records. It covers all the material received from the government organizations, private organizations, institutions and individuals. They are compiled and at times edited and printed.

4. Compilation of Register of Reference Media

The archival wealth is of various categories and is voluminous, and complex. A well-designed reference media is of much help to the users. Archives prepare guide to records that give the relevant information regarding their contents in brief, inclusive of years, gaps and shelf space. Subject lists of records for the different branches of department are also prepared.

5. Distribution

Records after having been properly arranged are then distributed to the various but inter-linked sections like military, political, revenue, economic and so on. The records of the district collectors and district courts of the pre-mutiny days are in English and they are housed in the Tamilnadu Archives. Whenever the government needs records, the archives provide them for their reference. Thus by supplying records to the departments of Government, they immensely help the day-to-day administration of the State.

6. Elimination process

Reducing the accumulated records by weeding out irrelevant, unnecessary and unwanted papers is an important work of archives. It is purely a technical work. It needs much care. So a well-planned process is adopted. At the first stage papers meant for destruction are identified. They are then subjected to three periodical reviews. The first review is done after two years and the second review after 20 years. The final review is done after a lapse of 20 years from the

date of the second review. These are protective measures to protect the documents from being destroyed due to wrong judgment. After the third review the records decided as non-worthy are finally destroyed. This elimination process helps to reduce the bulk and complex nature of the records. It also helps to save the storage space.

7. Microfilming

The process of microfilming is practised to reduce the size and bulkiness of the records. After the completion of the elimination process, the records meant for permanent preservation are microfilmed and the originals are destroyed. Microfilming is generally adopted in cases of secondary importance.

8. Research and reference service

The number of scholars using and exploiting the archives for their research endeavour increases day by day. The archives are obligated to attend to their requisitions. They also attend to a large number of inquiries from the government departments, semi-government organizations, private institutions and individuals. Archives should for this purpose be provided with a team of workers. The archives should provide a conducive and comfortable atmosphere to the scholars so that they could peacefully work to bring the true past to light. Hence, reference service is an important aspect of efficient administration.

9. Supervisory and advisory service

The staff of the National Archives is generally well trained, experienced and well acquainted with the issues relating to the administration of archives. Hence their service, guidance and advice on matters of archival administration to the regional archives and the creating agencies of records are utilized. In India the personnel of National Archives are deputed to other regional archives. They supervise and recommend measures for the improvement of their administration. The weak points of the regional archives and record offices are spotted out after being inspected and remedies are recommended. The supervisory and advisory service assures a uniform method of administration throughout the country.

10. Protection

Archives being the wealth of Nation are to be protected to the core. As their importance and value are reasonably understood in the modern age, measures to protect them at the national and international levels are adopted in general and in times of war in particular. In this regard mention must be made of annexes to the Hague Convention of 1907, the Roerich Pact of 1935 signed by the American countries and the Convention drafted by the UNESCO in 1950-53. The contribution of UNESCO in this regard is monumental as it prepared a manual for the protection of cultural properties both at times of war and peace. During the period of the Second World War neutral and belligerent nations took measures to protect the archival material.

11. Confining the creation

All the government records are not worthy of permanent preservation. The government departments may hold informal meetings of least importance or of temporary character, inter-departmental competitions and recreational programme and the like. The events like these need not be preserved in an archive. Hence, an archive should prescribe certain rules, guides or codes to educate the creating agencies to the nature of records to be sent to the archives.

12. Training

Archives should organize seminars, workshops, symposia, conferences and the like to impart the culture of archives keeping to the workers and officials of archives. Certificate and diploma courses are to be arranged. Training courses in the various techniques of repair, rehabilitation and reprographic methods are to be arranged periodically. Archives all over the world engage themselves in such in-service training programmes in recent years. Imparting valuable information regarding archives keeping to the persons involved in it is an important aspect of archival administration.

13. Repair of records

Many techniques both conventional and modern are practised in the preservation of records. The records in general are prone to

various kinds of damages. Hence, the administrators of archives should be more vigilant by applying the best technique of preservation.

14. Research laboratory

Variety of materials are used for the purpose of repair and rehabilitation of records. Chiffon, ledger paper, glue, naphthalene, cellulose acetate foil, tissue paper, waxed paper, cover paper, leather etc., are to be tested before being used in the archives to ascertain their durability, quality and utility. Hence, archival administration includes the creation and maintenance of a well equipped research laboratory with trained staff.

15. Publications

One more aspect of archival administration is publication.The archives should maintain a public index and guide to records. The areas left but needed to be concentrated for research can easily be identified and the lapse can be filled through archival publications.

Administrative legislation

As far as India is concerned, legislation towards archival administration was obviously absent during pre-Independent era. The Constitution of independent India has incorporated certain provisions under Part IV of the Constitution. It comes under Directive Principles of State Policy, which is non-justiciable. Article 49 of the Constitution recommends the governments at centre and State levels to pass legislations towards protecting historical records and monuments. Part IX, Article 246 of our Constitution provides ample scope for a beginning of an archival administration by -

(1) Declaring a particular class or group of records not covered by and as provided by the Constitution, as record of national importance.

(2) Defining records.

(3) Establishing Central, Departmental and Regional record offices.

(4) Giving accessibility to the public records for academic, legal and other purposes.

(5) Eliminating and destroying some public records.

(6) Providing microfilming of records of secondary importance before the destruction of originals.

(7) Providing penalties for violation of rules and

(8) Authorizing the Union and State governments to issue orders not covered by law.

For the first time in the archival history of India, the Government of India constituted a Committee on Archival Legislation on 19th August 1959. Dr.Tara Chand, a member of Rajya Sabha, headed the committee. There were eight other members and out of them four were ex-officio members. The Committee was instructed to advise the Government regarding the desirability of enacting laws applicable to all the archives in India and to suggest means for improving their administration. The Committee after a detailed study on the prevailing condition of the records preserved at both national and regional levels submitted its report in 1960. But it took twelve more years for the Government of India to pass a resolution known as 'Policy Resolution' on archival administration. It simply postponed the enactment stating that while an amendment to the Constitution was not considered feasible, then it became impossible to have a common law. Hence, it was considered desirable not to delay action on the recommendations of the Committee on archival legislation at least in so far as the records of the Union Government were concerned. Accordingly records of permanent value were transferred to the National Archives and the responsibilities of National Archives were laid down. The limits and conditions governing public access to the records in the National Archives were prescribed.

By 1980, the materials in the National Archives increased rapidly. The Government constituted the National Guide Committee to undergo the project of preparation and implementation of 'Guide to the Sources of Asian History'. The Committee held its first meeting on 27th November 1980 under the Chairmanship of Prof. Nurul Hasan. Historians, archivists, archaeologists, librarians and museum curators attended it. These measures contributed to an improvement in the administration of archives.

Rule of Archival Administration

Rules and regulations are basic requirements of any organized system of administration. The archives, the warehouses

of tones of historical information also should have certain rules and regulations for proper administration. The rapid growth of records in proportion to the growing functions of the Government has made the record management a more complicated one. The problems associated with the record management are many. They are (1) the absence of legislation regarding archival administration (2) lack of personnel, space and equipment for records (3) lack of facilities to maintain low cost or inactive records (4) lack of charts covering records operations and (5) the inability to locate records when they were needed for consultations.

Rules relating to the record management were for the first time found their place in the Government of India Act of 1935. According to the Act records were classified under three headings - post-mutiny records, federal and useless. Destruction of insignificant records is the joint responsibility of the creators and the keepers. After a record is scrutinized thoroughly, a note is written on it as 'keep or destroy' with the signature of the authority concerned. Thus one of the rules provides for the confinement of records worthy of permanent preservation.

The archival administration has greatly improved with the dawn of the twentieth century all over the world in general and India in particular. The Historical Records Commission and the Union Government are taking sincere efforts to effect further improvement in the administrative set up of archives. To attain excellence, there is a long way to go. The awareness towards historical writing, the growth of patriotic spirit and the interest of youth (as good citizens) to serve the nation are the most promising aspects towards the proper preservation and sound administration of archives. Above all,the Governments at Union and State levels should involve themselves in the process of providing aids and guides to the archival institutions.

CHAPTER 11

PRESERVATION OF ARCHIVES

Archives are the pilgrim centres to the researchers. They hold authentic information of the past. They are promoted to the rank of national glory. While displaying the materials in exhibitions the authorities of the National Archives of India proudly named them as 'Our Heritage'. They are in the form of records, documents, manuscripts, maps, atlases, photostat copies, microfilms etc. For most of the archival materials the basic constituents are paper and ink. Those are organic materials and are hence susceptible to damage. Hence, one of the primary functions of the archives is that of preserving the archival wealth. The archives perform invaluable service to the researchers to pursue their research, to the administrators to promote their strategy, to the governments to design their policies etc. The function of archives does not end with acquiring, arranging and maintaining the records. All these above-mentioned functions of archives would prove beneficial only when preservation function is undertaken technically, scientifically and with much care and caution.

Principles of preservation

We are living in an ultra modern age. The scientific advancements have influenced every aspect of our life. In the method of preservation of archives also modern techniques are being introduced. In order to have a clear insight into the preservation strategies it is better to have some basic ideas about what deterioration is and what causes deterioration of records. Deterioration of records may alter their character. Such alterations are generally the result of the interaction between the record and the factors of deterioration. Preservation includes all the efforts taken to prevent, stop or retard deterioration and the attempt to restore the records to their original form. Archival materials are unique and highly delicate. They are susceptible to decay. In terms of their physical nature they are highly delicate but in terms of their content they are extremely strong. Preserving the most valuable

content that are found in very weak material is a hectic duty of the archivists. Hence, for the adoption of proper methods of preservation certain general principles are to be followed. They are as follows:

1) The nature and quality of the archival material is to be examined at first. It is to be followed by the process of isolation of deteriorating factors from the material. The nature of alteration that it has undergone should be then identified.
2) The course of treatment needed and suited to the decayed records should be sorted out on the basis of the nature of decay and the nature of the materials.
3) The methods and the materials of preservation should be selected more cautiously so that they do not cause any damage to the archival material itself.
4) Materials chosen for the treatment of records must be those recommended by the research centre after a careful experiment.
5) If a new material is attempted in the process of treatment of records, it should be first tested on a specimen. Only those that prove harm free should be admitted into regular use.
6) The commercial products whose composition is not known should not be used.
7) In the process of removing the stains on records the least drastic methods should be tried first. Strong solutions should not be applied. Reagents selected for use on archival materials should be pure and chemical free.
8). Register containing the details of nature of deterioration of records occurred, and the remedial measures adopted should be prepared and kept for future reference.

The concept of preservation technique involves three major issues. They are

(I). Selection of writing material and provision of physical facilities

(II). Nursing of documents and

(III). Restrengthening or rehabilitation of damaged records

Agents of deterioration

The archivists confront complex challenges in the process of preservation of archival wealth in their custody. The agents of deterioration of records are to be identified. Those can be classified as internal and external agents. The internal agents are those that are present within the material itself and the external agents are those introduced by conditions of storage and use. The fall of light, adverse temperature, humidity, acidic pollution in the air, impurities in the paper, rough handling, lack of periodical checking etc., are considered the most common deteriorative agents.

1. Methods to check internal deteriorating agents

Selecting and using the best recommended writing material, both at the time of creation and preservation, can considerably check deterioration of records due to the internal agents of deterioration. The material used in the archives creation during the ancient and the medieval periods prove better than those used in the modern period. In the ancient and medieval periods documents were made of clay, papyrus, parchment and vellum, which were strong and durable. During the early modern period papers made of rag (cotton, flax and hemp) known for strength and durability were used. Inks used before the middle of the twentieth century were the so-called Indian ink, nutgall ink and sepia ink, which were fairly permanent. The writing materials used for the creation of the said period are generally the papers made of wood pulp and inks made from coal-tar dyes, which carry in them destructive agents. The post Second World War period has witnessed an increasing demand for paper and Ink and this has resulted in certain amount of lopesidedness on the part of the creating agencies. The records of that period have revealed the fast decay caused by various factors such as complex physio-chemical changes on paper and ink, fluctuations in climatic conditions, polluted environment etc. Thus, the nature of the deterioration of records also has become varied such as the papers showing yellowing signs or getting disintegrated due to high acidity in it, letters written becoming prey to the acid ink, writings turning illegible etc. Hence, it is highly desirable to use the material recommended by the Bureau of Indian Standards for the archival purposes. If the creating agencies adhere sincerely to the following specifications for the creation of records of permanent value it will

be a national service of far reaching benefit. The specifications made by the Bureau of Indian Standard are as follows:

(A) IS 1774 - 1961 (Revised specification for paper for permanent records)

a. Chemical requirements

Rag content (Cotton and linen singly or 100% mixed)

Alpha cellulose content	- 85% minimum
Copper number	- 2% maximum
Ash content	- 2 % maximum
Rosin content	- 1.5% maximum
P1+	- 5.5% minimum

b. Physical requirements

Burst factor	- 25
Folding endurance	- Minimum 250

Double folds, average each direction at 1 K.G. tension Under I.S.I. test conditions (methods of sampling and Test for paper and allied products, part I IS=1060 - 1956)

c. Ageing test (heating for 72 hours at 103° ± 20° c)

Retention of Alpha cellulose	- 98 % minimum
Increase in copper Number	- not more than 0.5 percent
Percentage of the untagged folding strength retained by the sample after aging	- 50% minimum

d. General requirements

The paper should be uniform in form, thick in substance, evenly finished and free from specks, holes or other blemishes. It should be suitable for ruling and writing with ink of a good erasing quality.

(B) IS 221- 1977 Ink fluid blue-black for permanent records.

(C) IS 1581 - 1975 Ferro Gallo ternate fountain-ink (0.2 percent iron Content)

(D) IS 5805 - 1970 Ballpoint pen fluid.

2) Methods to check external deteriorating agents

Nature of external deteriorating agents

The major external deteriorating agents are temperature, humidity, light, dust, acidic effluents from domestic and industrial wastes etc. The fluctuation in the climatic condition may turn the paper yellow. Hot and humid temperatures cause growth of moulds on paper. The records become brittle due to the polluted atmosphere containing acidic gases such as sulphur dioxide and sulphurated hydrogen. Exposure of documents to light for a long duration makes the writings fade. The dust particles cause much damage to paper as they provide nuclei for condensation of acidic gases or microbiological pests. Accumulation of dust on records speeds up the growth of moulds or fungi. The following are the methods to be followed for preserving the records from deterioration by the external deteriorating agencies.

(A) Physical facilities

Archival wealth is to be preserved for a very good length of period. It is such a permanent asset and hence needs to be accommodated in a suitable storage area. Physical security of records can be guaranteed and assured by proper storage, the care deployed in their handling and upkeeping. Broadly speaking, physical security of records includes the location and design of the record room, storage equipment, facilities of handling and servicing the material and the measures to protect them against fire, flood etc.

a. Location and design of the record room

A separate record room or a storage area should be set up in every government department. The room should be located in the ground floor of a building or its basement. There should not be any inlet or outlet water pipes above or under the record room. The floor level of the record room should be raised a few centimetres above the general level of other rooms. There should be a ramp near the entrance of the floor for facilitating trolley movement.

b. Storage atmosphere

The Climatic factors and as temperature, humidity, light, acidic gases etc., are detrimental to the record material should be eliminated. To ensure this, the record room should be air-conditioned. It should have adequate ventilation for good air circulation. Air circulatory devices may also be used to augment air circulation. All windows should be shaded from high summer heat or provided with sun breakers. Dehumidifiers or chemical dehydrates should be employed to keep the biological agents under control. To prevent the splashing of rainwater into the record room, rain shades should be provided at all openings. Growing greener plants and maintaining lakes could also ensure proper artificial environment

c. Shelving and storage equipments

Considerable care is to be given in matters of the shelving system. The racks, shelves and containers are to be resistant to dirt, dampness, fire, microorganism and rough- handling. The shelving material should be selected cautiously. They should be designed and installed scientifically to avoid the dangers that threaten archival material. The shelves should be so arranged that it is easy to clean and it offers maximum protection to records. Shelves should be placed away from the walls. There should be at least 0.71 to 1.0 m distance between the racks. The steel shelves should be painted rust proof. The paint thus used should be stable and non-injurious to documents. In case of wooden shelves, they should be protected against termite infestation. The wooden furniture is to be fabricated by the use of chemically- treated wood. Sharp edges and corners in the shelves should be embossed so that they may not cause damage to records. The shelving system should also ensure maximum facility and convenience for reference and servicing. Shelving arrangement should be so designed as to cater to the nature, size, shape and bulk of the material. The shelves and the material should not touch the walls, ceiling or the floor. The records should be packed loosely on the shelves to enable air circulation and to prevent pocket of high humidity. Open shelves are necessary to facilitate servicing work. Installing adjustable metal shelves is the recent trend. It helps to adjust the shelves to suit the size and bulk of the record material.

d. Security arrangements

The archival building should be provided with adequate protective and fire fighting equipment. Electric wiring should be thoroughly concealed. The control switch should be located outside the record room. The record room should be provided with emergency exits. Every room should be provided with fire- detection alarm system. Use of open fire should strictly be prohibited. To combat fire, adequate equipment of carbon-di-oxide (Co2) type should be provided at required places in the building. Water pipes and hoses should be made available at convenient points to fight any major conflagration. The fire- fighting equipment should be periodically checked and their readiness assured.

B. Nursing of materials

a. Dust removal

Dusts are injurious to records. Accumulated dust accelerates the growth of insects and mildew, which cause stains. In a tropical country like India dust accumulates quickly and the removal of dust becomes the routine to be performed in archives. The equipment like cloth or brooms to remove the dust prove highly ineffective as the use of such equipment may shift the dust from one place to another. The dust in corners and crevices will definitely remain unremoved. Hence, vacuum cleaners are recommended in recent years. The dust collected in the vacuum cleaners should be removed outside the archives. If the vacuum cleaners are not available, brush made of soft fur can be used. To keep the record room dust- free it should be periodically inspected.

b. Control of injurious pests - mildew

The growth of moulds and mildew are highly injurious to the records. Their growth in books and volumes is quite common in a hot and humid climate. While moulds include all kinds of organisms that grow on paper, leather, textiles etc., mildew is a term popularly used to mean a variety of vegetable organisms among fungi. These microorganisms grow slowly at low temperature 4.5°C (40°F) and rapidly at optimum temperatures 27 to 35° C (80 to 95°F) differing with different species. At high temperature, above 38°C (100° F) most of these organisms cannot live. These species cause stains

on papers technically known as 'foxing'. The only means of eliminating the infestigation is the thymol fumigation. The dry fungus on the surface is removed and then the material is placed in a fumigation chamber. Fumigation chamber is an airtight cupboard or box. The volumes to be fumigated are arranged on a framework of wire net. At the base of the cupboard a 40 to 60 watts electric lamp is placed. Over the lamp a dish containing thymol is kept. The files or volumes are kept open in an inverted V form. On heating, thymol vaporizes and the fumigated chamber being an airtight cupboard gets saturated with thymol. This process destroys the mildew growth. This heating process continues for 6 to 10 days for 2 to 4 hours every day. The room atmosphere can also be sterilized by the spraying of 10% solution of thymol in mentholated spirit, which will check the growth of spores present in a record room. Besides thymol fumigation, thymolised paper can be used for interlevelling books and documents. It reduces the susceptibility of fungus growth. Thymolised paper is prepared by immersing blotting paper in a 10% solution of thymol in alcohol and then dried.

c. Insects - cockroaches and silver fish

Cockroaches and silver fish are notorious surface feeders that always damage the outside portion of the volumes i.e. the binding fabric, leather, board etc. Silver fish, tiny insects with glittering silver grey scales are found on damp walls in warm and humid climate and feed upon record material and textiles. They do not multiply rapidly but are difficult to eradicate. Cockroaches with their protruding antennae cause greater damage to records. During day time they retire to dark and damp corners or rest in crevices and roam at night in search of food. They like to eat sweetened and starchy materials. To save the records from these insects records should not be kept in dark and damp places. Crevices should be spotted and filled with cement. Insect repellent chemicals like naphthalene, a mixture of Para dichlorobenzene, benzene and creosote (50 gm, 50 cc, 50 gm) can be used. Naphthalene bricks are to be kept every six feet on the shelves. By spraying poisonous insecticide liquids on the walls, dark corners and crevices, the insects could be thoroughly annihilated. But much care should be taken while such poisonous chemicals are sprayed. They should not do any harm to the materials housed in the record room.

d. Bookworms and Psocids

Bookworms and psocids are the most dangerous enemies of records. Psocids are commonly known as booklice. Bookworms grow with wings after their larva stage. They cause pinholes and empty parallel sided tunnels on records. The infested records should be treated with vapours of lethal chemical or toxic gates. Vacuum fumigation is the most effective treatment but is very expensive. Records for fumigation are kept spread and the books are kept open in inverted V shape in the airtight steel almirah. Para dichlorobenzene and killoptera are placed in the top most shelf. These chemicals vaporize at ordinary temperature. Fumigation is done for about 24 to 26 hours covering a period of 6 to 8 days. Even after such fumigation the eggs remain unaffected. They may mature into the larva stage in 20 to 21 days. Hence, the same treatment must be repeated after 20 to 21 days to get rid of such vermin.

e. Treatment to 5- plywood

For tying records 5-plywood is generally used. It also gets infested with wood boring beetles. Such infested boards need treatment. They are to be immersed in a hot solution of 5 % borax and boric acid (50: 50). As a precautionary measure this treatment should be given to them before they are used for archival purposes.

f. Termite and White ants

White ants are highly dangerous. They build their nests in the ground and extend their colony in timberwork and buildings. By their mud covered runways on bricks and concretes they develop rapidly and cause much havoc to the records before they are detected. Its growth rate astonishes our imagination. A queen produces 30,000 eggs a day on an average. They may cause damage to the buildings. Hence, a trench outside the foundation wall should be dug and it is to be filled with chemicals with coal tar and creosote oil. Their colony should be completely extinguished. In order to prevent their invasion, treated timber should be used in the construction of buildings. Steel shelves can also be used.

g. Rodents

Common house hold rats may also cause damage to the records. They are very quick in their action and may cause much havoc in a single night. To prevent the entry of rats the surrounding of record room should be kept clean and neat. All joints between the partition of walls and the main structure should be sealed. Rat raps can be used. Poison mixed with baits may also be used.

h. Care in upkeep and storage

The record rooms should be periodically inspected to eliminate the possibilities of insect attack. Rooms should be kept always dust free. Cobwebs on walls, ceilings, etc., should also be cleaned at regular intervals. Files and docketed documents especially the laminated documents should be kept in carton boxes. In the non-availability of carton boxes, files should be tied between two pieces of 5-ply vanista boards slightly larger in size than the files. The bundles should be kept on the shelves horizontally. The bundles if kept vertically should be upright and should not lean against one another.

i. Care in handling

All efforts of preservation will prove a farce if proper care is not observed in handling the bundles of files or an individual file. Without disturbing the nearby bundle the required bundle should be taken out. The bundles should be handled gently. After being used they should be tied and restored on the shelf carefully.

j. Deacidification of paper

It is quite essential to control the acidity in the record component as acidity causes damages to paper. The archival world owes much to Sudborough and Mehta and also to W.J. Barrow. The first two made a careful study of the perishing of paper in Indian libraries and declared that it was difficult to arrest degradation of acidic paper. W.J.Barrow undertook an extensive investigation into the causes of deterioration of paper of the eighteenth and the nineteenth centuries. He also confirmed that all the deteriorated papers were highly acidic.

The acidity in paper is attributed partly to the treatment rendered to the pulp in its processing and partly due to absorption from the environmental atmosphere. Acidic nature of ink used for writing also contributes to the weakening of papers.

Acidity is indicated by pH. A low pH number denotes great acidity. A pH of 7 indicates that the paper is neutral - neither alkali nor acidic. Anything over 7 indicates alkality paper. It is desirable that acidity in old archival material is reduced before steps are taken to strengthen it. Treating the paper with alkaline solutions can best do this.

Barrow's deacidification process

The National Archives of India follow the deacidification process as devised and recommended by W.J.Barrow. The process is as detailed below:

Calcium hydroxide (0.15 %), Calcium bicarbonate solution (0.15%) and fresh water are taken in separate enameled trays of required size. Paper to be deacidified is placed on waxed paper slightly larger than the document. Both of them are immersed and kept in the tray containing Calcium hydroxide solution for about 20 minutes. Depending upon the depth of the tray 5 to 10 sheets can be kept immersed in one operation. Then the sheets are removed, drained and immersed in fresh water tray for a couple of minutes and then immersed in the calcium bicarbonate solution for 20 minutes. Then they are again immersed in fresh water. They are finally pressed in pads of blotting paper and left to be dried. During the chemical bath treatment the solutions should be slightly agitated by raising and lowering the ends of the trays.

In case of acidic paper containing water soluble writing or writing in colours that bleed with water it is desirable to use non-aqueous deacidification technique. Such documents are immersed in a solution containing 0.35 gm of barium hydroxide in 100 ml of acetone for one hour. Then the document is drained. A solution of barium hydroxide in methanol (2 gm/100 ml) or magnesium metoxide (5 gm / 100 ml) are applied or sprayed alternatively over the document. Deacidification of document is also possible with diluted ammonia fumes. In this process the documents are hung in line in a steel cabinet or spread on perforated shelves. Diluted ammonia

is placed in the bottom of vault and the documents are kept for 4 to 5 hours. Thus the treated papers are exposed to fresh air for 10 to 12 hours to dispel excess of ammonia in the document.

Barrow also recommended another method of deacidification for the paper having wood fibre as its constituent, with the solution of calcium and magnesium bicarbonate. The papers that require treatment are soaked in the solution overnight and then dried.

Barrow also later devised an easier and more improved method of deacidification technique. Papers are processed by using a solution of magnesium bicarbonate prepared by passing carbon-dioxide through a saturated solution of magnesium carbonate. This reduces the time of immersion of the document sheets in the aqua medium. He also advocated the method of spraying a solution prepared by passing carbon dioxide through an aqueous solution of magnesium bicarbonate for 2 hours. Electrically operated spray painting gun can also be used.

Langwell, another expert in the field has suggested an inhibitor solution for the treatment of deacidification of papers. The inhibitor solution comprises:

Disodium pyrophosphate	42 gms
Potassium Ferro cyanide	4.7 Gms
Sodium Carbonate Crystal Washing Soda)	14 gms
Water	4.5 liters

These processes are to be carried out carefully. Slight inattention may cause irreparable damage to papers. Hence, in the National Museum at Delhi de-acidification is done by exposure of acidic documents or archival material to vapours of ammonia in an airtight chamber. But alkaline bath has many merits. All the slips and minor repairs done on the papers can easily be removed. The residual paste if any on the documents gets washed away. The documents remain well cleaned for subsequent reinforcement.

k. Nursing of special types of documents

Document in the form of roll should be protected at their ends with fine unbleached linen and kept in a leather board box of square section.

The outsize documents should be kept in folders of suitable size. Their ends should be protected with unbleached linen. They may be wrapped around a 4-inch straw board cylinder slightly wider than the width of the document.

Foolscap files are to be sown together at the left margin. Boxes made either of the glazed leather or of fibreboard in different sizes should be used to hold the documents of different size. The depth of the boxes should not be more than 5 inches. The lid of the boxes should be a little larger than the bottom and should have thumbholes to facilitate opening and closing of the boxes.

Maps should be placed horizontally in shallow drawers and protected by heavy manila sheets. They should be laminated.

Atlases should be stored horizontally on shelves of the roller type for easy withdrawal and restoration. Not more than 3 volumes may be kept in one shelf.

Newspapers and news clippings should be kept bound. The bound volumes should be stored individually flat on shelves made with roller bearings for easy servicing. The clippings should be filled in steel cabinet of foolscap size.

Microfilms should be carefully kept. It is preferable to keep them in an air-conditioned room. The air inside the room where microfilms are kept should be free from acidic gases. There should not be any pressure on the film. The film negatives should be filed in open manila envelopes, each in a separate envelope. Those envelopes should be stored vertically in steel cabinets.

3. Restrengthening or rehabilitation of damaged records

The archival treasures are mostly in the form of paper material. Archives are purely receiving agencies and not the creating agencies. On receipt of the archival material from various places of their origin the responsibility of maintaining them for posterity becomes archival's responsibility. It includes in it manifold aspects like the arranging, maintaining, servicing, indexing, supplying etc. Above all, its crowning function is that of rehabilitating and restrengthening of records, which ensures them longevity. Providing longevity to the records is one of the primary concerns of the archives. Archives are the torchbearers of the past. Older the records greater are their significance. Rehabilitation is needed not to new

records but to the older ones. Hence, it is undeniable that only when archives systematically perform this function the primary object behind the creation of archives is satisfactorily achieved. The different processes of rehabilitation of records generally adopted in the archives are briefly discussed below: -

a. Flattening and minor repairs

The records when admitted into the archives may not be in good condition. Due to improper tagging, damages on the edges and file covers are very common. Such minor damages should be attended to before being stored in the shelves. Before unstitching the files they should be paginated to enable the rearranging of files after the minor repairs are done on individual papers.

The edges should be flattened with the use of moderately hot electric iron box. The folded portion, which needs to be flattened, is made damp with the wet sponge covered with blotting paper and then ironed. For repairing the minor tears, good quality hand- made paper is used. If the writing is on one side the hand- made paper (all rag) should be pasted on the back of the torn portion. If writing is found on both the sides, strips of thin tissue paper should be pasted on both sides of the torn area. For pasting the tissue paper fresh maida paste or textrine thin starch paste or CMC paste should be used. Adhesives such as gum or glue should not be used, as they tend to swell in water and shrink on drying.

b. Docketing

The papers thus repaired should then be put in a thick docket cover and sewn. The size of the cover should be slightly larger than the size of the document. If there is not enough margins on the document for sewing purposes, a flap of 2.5 - 4 cm breath made of hand- made paper should be pasted along the margin. The flapping process is technically known as 'Guarding'. The subject matter of the file and its number are marked on the cover and then they are stored.

c. Other repair processes

Other repair processes are generally full pasting, chiffon repair and lamination.

I. Full pasting It is the process adopted for strengthening the brittle documents. Before doing this the slips already found at the back of the document should be carefully removed. Keeping the document in between two oiled or waxed papers immersed in lukewarm water can facilitate the easy peel of the slips. The hand made paper is used for full pasting. The paper used for pasting should be slightly larger than the size of the documents to be pasted over. After pasting is done, the over size hand- made paper is trimmed.

ii. Chiffon repair Thin type of silk piece or transparent silk gauze is used for treating the records. After removing the already existing slips and patches in the documents chiffon piece is placed on them and pasted using dextrine paste. This is of course a costly but more valuable treatment to the most fragile, ink- corroded or insect damaged documents:

iii. Tissue repair Instead of chiffon pieces tissue papers are used to strengthen the old records. Dextrine paste is preferable to paste the tissue papers with the records. The unsized imitation Japanese tissue paper, free from oily and waxy constituents should be used. Tissue papers are used in cases of documents that show only slight deterioration.

4. Lamination

A modern technique adopted in archives in the process of strengthening the records is the method of lamination. It was innovated by the National Archives and Research Service, Washington, U.S.A. By this method, the documents are sealed between two sheets of cellulose acetate foil by application of heat and pressure. To apply this method, a prototype flat bed hydraulic press is to be installed. To give more strength to the records, tissue paper along with the cellulose acetate foil is used.

W.J. Barrow developed a rotary laminator. It has two electrically heated, thermostatically controlled metal plates for preheating the material to be laminated. It also is provided with two revolving calendar rolls to supply the necessary compression. Lamination is done fast by the new machine. Lamination is a highly advantageous method of rehabilitation. It can easily be applied to

documents written with water soluble ink or colours, without the fear of their spreading.

5. Hand lamination

In 1952, O.P. Goel developed a modified technique of lamination in the National Archives of India, New Delhi. This does not require elaborate and expensive equipment. There is no need to apply heat or pressure on the records. Under this process, cellulose acetate is turned semi- plastic by acetone and on drying this forms a bond between tissue paper and the record. As this technique does not require the installation of machine and is operated manually, this is called hand lamination. It is also called solvent lamination. This technique is a great blessing to the small archives.

6. Encapsulation and leaf- casting

These two methods are of recent origin. While encapsulation is a manual operation, leaf- casting needs a specialized machine. The Library of Congress, Washington, has developed the encapsulation method. Imported polyester sheets and double- sided adhesive tapes are being used for encapsulation. Before being encapsulated the records are deacidified.

A specialized bed of framework is used for leaf- casting technique. This process is more advisable for printed documents and for those having water resistant writings.

7. Special problems - Repairs of maps and charts

The maps and charts are well mounted with malmal (muslin) or long cloth. The process begins with the maps and charts cleaned and flattened. The malmal cloth, oiled paper and paste are the other materials used for mounting. Charts and maps are to be stored either flat or in rolls or in folded forms. They are to be treated separately. Categorizing them on the said pattern is known as "Sectioning".

Maps and charts can be laminated in the press also. Instead of tissue paper, muslin cloth and acetate foil may also be used.

8. Cleaning and stain removal

Papers are prone to discolouration. Any alien material deposited for a long period on paper causes stains. The records

with stains should be cleaned before being stored in the shelves. Stains can be removed by the application of many reagents and medicines. The cleaning processes commonly adopted are summarized below: -

a. Use of mechanical devices such as use of erasures, brushings, air cleaning, soft rubber powders, kneaded or synthetic erasing mediums etc.,

b. Use of soaps, detergents with enzyme.

c. Use of inert organic solvents like acetone carbon tetrachloride, petroleum ether, benzene etc.,

d. Use of bleaching agents like calcium hypo chloride (bleaching powder), sodium sulphite, potassium permanganate, oxalic acid, chlorine dioxide gas, hydrogen peroxide etc.,

The type of stain, its intensity and fixation are taken into consideration and either of the above mentioned processes is adopted to suit a specific use. Each process needs to be done with special care as unique reactions happen to the records, on their application. If mechanical method is adopted the document should be made dry and it should be made firm to withstand the treatment. While adopting the liquid cleaning method the solvent that does not bleed the ink must be used. In general, bleaching technique is to be adopted with more caution, experience and skill. It should be adopted only when bleaching is essential.

The following are a few specific stain solvents for stains noted on the left:

1)	Paint	-Mixture of ethyl alcohol and benzene, Turpentine, amyl acetate, pyridine.
2)	Lacquer and varnish	-Acetone methanol, dilute ammonia with turpentine
3)	Oil and fats	-Petroleum ether
4)	Adhesive tape (Cello tape)	- Mixture of hexane and toluene
5)	Mildew	- Ethyl alcohol and benzene

6) Tea / Coffee - Potassium carbonate

7) Rust - Oxalic acid, mixture of tartaric and Citric acid, salt and fresh lemon Juice.

9. Binding

Individual papers are stitched into a docket after attending to minor repairs. If the number of papers to be kept together exceeds 100, docketing does not provide sufficient protection. In such cases, binding process is adopted. Binding is to be done through nine stages. The processes are recommended in the "Indian Standard Code of Practice for Reinforced Binding of Library Books and Periodicals (ISCPRBLBP)" (IS: 3050-1965). These recommendations hold good for archival bindings too.

The archival authorities should exhibit their intelligence while selecting the binding material as the quality of binding depends much upon the quality of material used. Thread, tapes and cords of unbleached linen or good quality cotton, boards of single ply, hard pressed and uniform thick flat ones, art canvas, calico binding cloth, Rexene, leather, adhesives, good quality hand made papers as recommended in the ISCPRBLBP and polyvinyl emulsion tape adhesives are some of the materials recently in use which promise better . durability of bindings.

10. Re-sizing

In the course of many types of treatment such as deacidification, bleaching etc., the size of the documents gets disturbed. It becomes very weak. To restore the crispness and strength, resizing process should be done. The sheets are kept immersed in gelatin solution for some time and are squeezed out in a press.

11. Restoring faded ink

Three methods are followed to restore darkness to the writing. A dilute solution of Potassium Ferro cyanide slightly acidified with hydrochloric acid is gently brushed on the faded writings with the use of a brush. This will make the writing more visible.

The area of faded writing may be treated for a few seconds with a dilute solution of ammonium hydrosulphide solution.

Solution of tannic acid or a saturated solution of gallic acid may also be used on faded writing areas to make the writing again dark and visible. All these kinds of treatment are chemical- oriented treatments. They may cause damage to the records if slightly mistuned or mishandled. Hence, care should be taken while following these methods.

12. Repairing the manuscripts on birch bark and Palm leaf

Birch bark and palm leaves were commonly used as writing material till paper replaced them. Birch tree is common in the Himalayan ranges and most of the records in Kashmir belonging to 6th and 7th century A.D. are found written on them. Palm tree is common in South India, Bihar and Bengal. Palm leaf collections belonging to 11th or 12th century A.D. are available in plenty.

The storage condition for these Birch bark and Palm leaf manuscripts are similar to those required for paper. Methods of storing those types of material are varied. They are to be collected in a bundle and tied up with two wooden boards in between them. In case of palm leaf manuscripts, a different method is followed. Each leaf has a centre hole through which a cord is passed for connecting the leaves. The loose ends of the cord are passed through similar holes in the wooden boards in between which the manuscript is tied. They can also be stored as loose sheets in boxes made of cardboard or wood, which should be slightly bigger in size than the sheets.

a. Protection against insect pests

Birch bark contains some natural preservative chemicals in it. Hence, insects' pests do not generally affect them. But the attacks of insects easily damage palm leaf. The most common species that infest palm leaves is Gastrulas Indicus. The infested palm leaves should be fumigated with para-dichloro-benzene or killoptrea.

Preservative chemicals also can be used to protect them from being infested. In the early period, Pantni, a type of grass and Ghora Bach, a herb were used as preservatives. They were tied in clothes and kept along with them. In recent years insect-repellent chemicals like naphthalene or camphor are considered more effective and are in common use.

b. Repair and restoration

For both types of manuscript, chiffon repair is more advisable. For extra protection, the chiffon re-in forced sheets should be laid in a frame of hand- made paper or pulp board of suitable thickness depending upon the thickness of the manuscript leaf. Those should be kept dust- free. If the ink in them is not washable in water they can be cleaned with a solution of glycerin in water. In case the ink is soluble in water carbon chloride and acetone can be used.

Both the types, if stuck together will form a solid block. To separate the layer, they are to be given a bath of hot paraffin liquid. This process needs much skill and caution.

13. Care of water and fire-damaged records

Damages caused by fire or flood on the documents should be properly treated. If the damage is due to fire then those damaged papers should be categorized as follows:

a. Dry damage

i. Completely burnt mass
ii. Partially burnt and partially charred mass.
iii. Only slightly charred material

Treatment of charred and burnt documents

If the papers are burnt completely nothing can be done to restore them. However, such mass is to be properly screened and studied. But intact sheets are to be salvaged.

Charred papers are very brittle and should hence be handled gently. They are to be placed in covers. With excellent care and experience, those are to be deciphered. Photocopies of them should be taken with the help of infra red radiation. They should be kept separately in the repository.

Partially charred documents and yellowed due to high temperature should be then separated and kept in covers and under separate custody.

b. Wet damage : In the course of extinguishing fire, water is commonly used. If the papers become damp, wet or completely soaked in water, similar treatment as that for documents damaged by water, is to be followed.

Treatment of water soaked and wet documents

Water soaked wet documents are prone to the attack of mildew or fungus. The writings also get faded. On to the wet documents 5% thymol solution in mentholated spirit is to be sprayed as a first aid. The mass of completely soaked document should be separated from damp and slightly wet documents.

The soaked documents should be allowed to drip away and wet papers are to be separated from one another carefully. The individual papers should be placed in between white blotters and pressed lightly. Blotting papers should be changed as often as necessary.

When they become fairly dry they are to be ironed carefully and left for natural drying. Thymol fumigation chambers may also be used for drying the wet documents. They should not be exposed to heat or sunlight.

In case of wet volumes, the binding sheets should be removed and the same treatment advocated for soaked documents, is to be undertaken.

If the volumes are only damped, the sheets should be interleaved with blotting paper or newspaper pieces to facilitate free air circulation between them. Drying is to be followed by fumigation.

The leather bound volumes should be given fungicidal treatment with the use of orthophenyl phenol in concentration of 10 Gms per litre in mentholated spirit.

At times of treatment of wet document, the following should be taken into consideration-

1. The sheets are separated only after they are placed on waxed paper, or oiled paper or polythene sheets for support
2. The covers of the books are in no case removed without their having been dried.
3. The soaked books and papers are not mechanically pressed.
4. The coloured blotting paper or docket cover is not used for treating the wet material.

Mud or dirt deposited on the wet papers is to be slightly scrapped or washed in lukewarm water. The use of detergent or bleaching processes should strictly be avoided.

One of the primary functions of any archives is the preservation of the archival wealth. Periodical inspection and treatment to the records will help in maintaining them to a considerable extent. Technical advancement, scientific methods and the experiences of other leading archives should be considered by the archival authorities and adopted them to the suitable extent. The nature of records, and the qualities of material used in their creation are to be thoroughly analysed before giving treatment. The archive personnel should be given periodical training and should be made to acquaint themselves with the modern methods of preservation. They should even be sent to foreign countries to learn new methods. Proper precautionary measures will help keeping the documents safe. Preventive measures will be of aid to safeguard them from deteriorating agents. Restrengthening process ensures rehabilitation and longevity of records. Records with elaborate descriptive notes on the decay experienced, the nourishment provided, the methods of rehabilitation adopted are to be maintained in every archive for future reference. It is the bounden responsibility of the archival authorities to be vigilant in tracing the causes and areas of deterioration and finding out the remedy for them. Preservation is not a one-way process or a one-man's responsibility. The users of archival materials also should recognize and realize their responsibilities to keep the material in tact. The government should allocate sufficient funds and dedicated servants for the maintenance of the archives, which are the symbols of national prestige and the holders of the national heritage.

CHAPTER 12

RULES AND REGULATIONS

Rules and Regulations of the Tamilnadu Archives

Archives are performing valuable service by preserving, protecting and supplying records to bring forth the true past. They hold the rich wealth of a nation. Their holdings should be kept for posterity. Hence, certain rules and restrictions in regard to the mode of perusal of records are necessary. Admission into the archives is to be regularized. Those who realize the real value of the archival wealth would not cause any damage to them. On the other hand, a layman who cannot distinguish a paper used for bundling in a petty shop and the paper kept in the archives would cause grave damage to them. Hence, to restrict and regularize the admission into the archives, each archive has a set of rules and regulations. The following are the rules and regulations of the Tamilnadu Archives:

1. A person intended to examine the records should apply in writing to the Commissioner of Archives and Historical Research in the prescribed form.
2. Only bonafide scholars should be admitted. The bonafide research scholars are those who are
   (a) The members of the Indian Historical Records Commission.
   (b) Vice-chancellors, Professors and Researchers of recognized universities of India.
   (c) Post-graduate Research scholars of recognized Universities.
   (d) Post-doctoral researchers
   (e) Officials of the government and
   (f) Scholars accepted by the Commissioner on special grounds
3. Certificates from the government of India must accompany the applications, in case of government officials and the authorities of the universities in case of scholars.

4. Permission is granted for a specific period. On the expiry of the stipulated period it should be renewed if needed. For the renewal, no fresh recommendation is required.

5. The Government has the right to reject permission.

6. The Tamilnadu archival authorities alone can allow inspection of records in the Tamilnadu Archives.

7. The research hall of the Tamilnadu Archives is to be kept open on all the days except on holidays. The number of such notified holidays shall not exceed 15 days in a year.

8. The hours of admission are from 8 A.M. to 8 P.M. on all days except Saturdays and Sundays. On those week- ends it is to be kept open from 10 A.M. to 5.30 P.M.

9. A set of indices, press lists and other finding aids are kept in the index room. A scholar has to fill in a requisition slip available in the research hall. He has to put them in a wooden box kept there for the purpose. These requisition slips are cleared twice a day at 10 A.M. and 2 P.M. The required records will be brought to the research hall with the signature from the concerned clerk. The scholar can keep the records in the research hall for continuous reference.

10. No one is permitted to have more than 10 documents at a time. However, this rule may be relaxed depending upon the rush in the research hall.

11. The scholars should handle the records gently. They can bring with them note books, pencils and ballpoint pens. Ink pens are not permitted for writing purpose, as it may cause damage to the record. The scholars should not make any mark on the documents given for reference. Smoking, chewing betal-nuts or consuming eatables are strictly prohibited inside the research hall.

12. Any person without the written permission of the Commissioner shall make no photographic reproduction or microfilming or tracing of records.

13. A caution or security deposit of Rs. 200 is to be deposited in the name of the scholar in the Postal Savings Bank account. This deposit will be refunded on the production of a copy of the research work done by the scholar to the Tamilnadu Archives. The Commissioner on special reasons may give exemption from the payment of the caution deposit.

14. Permission to consult the records may be withdrawn by the Commissioner using his discretion for sufficient reasons such as willful breech of any one of the above mentioned rules, persistent disregard of officers, damage of any kind to any record or article of Tamilnadu archives, conduct, or any other matter offensive or likely to be offensive to the staff or to other research scholars.

The proper administration of Archives is possible only when these rule and regulations are followed. The users should realize the importance of archives. Being literates they can aid the archival authorities by strictly adhering to the rules. While framing the rules, the government should be liberal but while enforcing them it should be strict.

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